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Fund Balance

This section presents information on the overall financial condition of the City of San Marino. A Fund Balance table for the 2009-10 Fiscal Year with *estimated* beginning fund balances, and *budgeted* revenues and expenditures is presented for each of the City's funds. The table also includes operating transfers, the estimated ending fund balance and the estimated increase/(decrease) in fund balance for each fund.

Unrestricted Fund Descriptions

General Fund (101) - The General Fund is the primary cost center for many of the City's basic services, such as Administration, Planning & Building, Parks & Public Works, Recreation and the Public Library. The primary revenue sources for this fund are various taxes and fees for service. The Planning & Building Department has a goal of 100% cost recovery, and the Recreation Department has a goal of 70% cost recovery from fees.

Public Safety Fund (103) – This fund is the primary cost center for Police and Fire Services. The primary revenue source for this fund is the Public Safety parcel tax. This fund is included with the "unrestricted" funds because the City Council views public safety as a top priority (unrestricted funds being those that the City Council must spend on something other than it may desire).

Fourth of July and San Marino Center Funds (104 & 105) – These funds are separated for the purpose of tracking their rate of cost recovery from fees. They are not officially "enterprise funds", as the City Council has not designated them as such.

Restricted Donations Fund (281) – This fund is where donations to the City intended by the donor to be used for a particular program are deposited and expended. Because the majority of the donations (except for the Library capital donations) are for the Police and Fire Departments, this is included with the "unrestricted" funds for the same reason mentioned above in the Public Safety Fund description.

Capital Projects and Capitalized Equipment Funds (394 & 591) – These funds are used to track the investment of city funds for capital projects and equipment that have a cost greater than \$5,000 per unit and a useful life of two or more years.

Workers' Compensation and General Liability Insurance Funds (595 & 596) – These funds are used to track costs associated with risk management activities. They are not officially "internal service funds", as the City Council has not designated them as such and costs are not allocated to departments. Program allocations are provided for informational purposes only.

Restricted Fund Descriptions

Gas Tax Fund (202) – This fund is used to record the receipt and disbursement of gas tax subventions from the State of California. Cities are allocated a share of the revenues derived by the State from taxes on gasoline, which may only be spent on construction, improvement and maintenance of public streets and street engineering services.

Community Development Block Grant (CDBG) Fund (204) – This fund is used to record the receipt and disbursement of CDBG funds from the federal Department of Housing and Urban Development. These funds are allocated to cities on a formula basis and must be used for programs and projects that primarily benefit low and moderate income people. The City has used these funds to install handicapped access at various public facilities, to provide housing rehabilitation grants to low and moderate income households, and for senior programs.

County Park Prop. A Fund (206) – This fund is used to record the receipt and disbursement of funds from the County of Los Angeles which were created by voter approved bond issues under the Safe Neighborhood Parks Proposition in 1992 and 1996 for the development and refurbishment of parks. They are allocated to cities on a formula basis.

Prop. A Transit Fund (207) – This fund is used to record the receipt and disbursement of the $\frac{1}{2}$ cent sales tax approved by the voters in 1982 and 1990. Approximately 25% of the monies generated by the tax are returned to local agencies to be used for public transportation services. This money funds the Dial-a-ride, recreation, athletic trip and merchant transportation services.

Granada Avenue Assessment I Fund (211) – This fund is used to record the receipt and disbursement of funds received from the 1998 voter approved special assessment for street improvements. The City paid for the improvements and the homeowners in the special district are repaying the cost over a ten year period.

Air Quality Fund (212) - This fund is used to record the receipt and disbursement of funds received from the motor vehicle registration fee collected by the State of California and must be used for programs that reduce motor vehicle emissions. The City has used these funds for the purchase of alternative fuel vehicles, and for enhancements to the City's website.

Surface Transportation Program, Local (STPL) Fund (213) - This fund is used to record the receipt and disbursement of funds received from the State of California through the Metropolitan Transportation Authority (MTA), and must be used for street improvements on certain major streets within the City.

Transportation Development Act (TDA) Fund (214) - This fund is used to record the receipt and disbursement of funds received from the State of California through the Metropolitan Transportation Authority (MTA), and must be used for projects that promote pedestrian uses and bikeways.

Prop. C Transit Fund (215) – This fund is used to record the receipt and disbursement of a portion of the $\frac{1}{2}$ cent sales tax approved by the voters in 1982 and 1990. Approximately 20% of the monies generated by the tax are returned to local agencies to be used for public transportation purposes and maintenance of streets "heavily used by public transit".

Asset Seizure Fund (217) - This fund is used to record the receipt and disbursement of funds received from assets seized by state and federal courts and awarded to the local law enforcement agencies that lead to the seizure. San Marino has not received funds in the past several years.

Restricted Funds (Continued)

Local Law Enforcement Block Grant (LLEBG) Fund (219) – This fund is used to record the receipt and disbursement of funds received from the Federal government for specific law enforcement projects.

Granada Avenue Assessment II Fund (220) – This fund is used to record the receipt and disbursement of funds received from the 2004 voter approved special assessment for street improvements. The City will pay for the improvements and the homeowners in the special district will repay the cost over a ten year period.

Federal Emergency Management Agency (FEMA) Fire Grant Fund (224) - This fund is used to record the receipt and disbursement of funds received from FEMA for public safety equipment purchases.

California Law Enforcement Equipment Program (CLEEP) Fund (225) - This fund is used to record the receipt and disbursement of funds received from the State of California for police equipment purchases.

California Recycling Grant Fund (226) - This fund is used to record the receipt and disbursement of funds received from the State of California for programs that promote the recycling of Waste Materials.

Traffic Congestion Relief Act Fund (229) - This fund is used to record the receipt and disbursement of funds received from the State of California for projects that address traffic congestion.

Citizens' Option for Public Safety (COPS) Fund or Supplemental Law Enforcement Services Fund (SLESF) (233) - This fund is used to record the receipt and disbursement of funds allocated by the State of California, and must be used for front line law enforcement expenditures.

Homeland Security Grant Fund (240) -

Los Angeles County Measure R Transit Fund (242) – This fund is used to record the receipt and disbursement of funds from the County of Los Angeles which were created by a voter approved sales tax in 2008. These funds are allocated based on the point of sale.

Prop. 1B Transit Fund (244) - This fund is used to record the receipt and disbursement of funds from the State of California which were created by voter approved bond issues in 2006 under Proposition 1B. These funds are allocated on a formula basis.

Fund Balance Summary

		07/01/09		Projected	Projected		Estimated	1 6/30/2010	Estimated
		Estimated	Estimated	Transfers	Transfers	Approved	Fund E	Balance	Increase/(Decrease)
	Fund	Balance	Revenues	In	Out	Expenditures	Reserved	Unreserved	in Fund Balance
Unre	stricted Funds:								
101	General Fund	15,659,641	17,122,397	1,400,000	12,333,673	9,265,385	220,000	12,362,980	(3,076,661)
102	Payroll Fund	0	-				-	0	
103	Public Safety Fund	0	3,264,426	5,455,254		8,719,680	-	0	-
104	Fourth of July Event Fund	(0)	40,000	27,028		67,028	-	(0)	0
105	San Marino Center Fund	0	37,150	59,721		96,872	-	(0)	(1)
281	Restricted Donations to City Fund	69,651	1,450,800		1,400,000	53,300	-	67,151	(2,500)
394	Capital Projects Fund	(0)	-	5,758,064		1,275,000	4,483,064	(0)	4,483,064
591	Capitalized Equipment Fund	(0)	-	185,100		185,100	-	(0)	-
595	Workers' Compensation Fund	0	-	358,200		358,200	-	0	-
596	General Liability Fund	-	-	490,306		490,306	-	-	-
	All Unrestricted Funds	15,729,292	21,914,773	13,733,673	13,733,673	20,510,870	4,703,064	12,430,131	1,403,903
Restr	icted Funds:								
202	Gas Tax Fund	210,916	211,670			383,900		38,686	(172,230)
204	CDBG Fund	(0)	161,976			161,976		(0)	(0)
	County Park Prop. A Fund	0	43,739			43,739		(0)	(0)
	Prop. A Transit Fund	432,357	201,100			210,800		422,657	(9,700)
211	Granada Ave. Assessment I Fund	21,644	-			-		21,644	-
212	Air Quality Fund	1,167	16,005			-		17,172	16,005
	STPL Street Fund	115,760	-					115,760	-
	TDA Fund	-	30,669			30,669		-	-
	Prop. C Transit Fund	3,988	207,700			280,540		(68,852)	(72,840)
	Asset Seizure Fund	1,570	-			-		1,570	-
219	LLEBG Fund	35	-			-		35	-
	Granada Ave. Assessment II Fund	11,009	2,200			-		13,209	2,200
	CLEEP Fund	875	-			-		875	-
	CA Recycling Grant Fund	6,851	5,101			5,000		6,952	101
	Traffic Congestion Relief Act Fund	46,086	127,768			72,917		100,937	54,851
	COPS Fund	140,721	102,205			106,000		136,926	(3,795)
	Homeland Security Grant Fund	-	86,000			86,000		-	
	LA County Measure R Fund	-	69,294			67,088		2,206	2,206
244	Prop. 1B Street Funds	8,980	6,000			-		14,980	6,000
	All Restricted Funds	852,257	1,271,427	-	-	1,448,630	-	824,756	(177,203)
	All Funds	16,581,549	23,186,200	13,733,673	13,733,673	21,959,500	4,703,064	13,254,886	1,226,700

Capital Reserves

This section shows reserve designations made by the City Council for major projects and capital purchases that are planned in the future.

	7/1/2009							Estimated
	Remaining		Designated			Designated	Remaining	Year
	Estimated		Reserve	2009-2	2010	Reserve	Amount	of
Description	Cost	Fund	@ 7/1/09	Reservations	Expense	@ 6/30/10	Unfunded	Completion
Public Works:								
Street Light Upgrade	7,200,000	394	5,140,000	-	(1,000,000)	4,140,000	2,060,000	Unknown
Lacy Park Irrigation	455,000	394	343,064	-	-	343,064	111,936	Unknown
Kewen Storm Drain Reconstruction	3,000,000	394	-			-	3,000,000	Unknown
Bridge Replacement (City Pays 20% of \$2 Million)	400,000	394	-			-	400,000	2014
Totals:								
Capital P	roject Fund	394	5,483,064	-	(1,000,000)	4,483,064	5,571,936	

Revenue

This Section presents detailed information about the City of San Marino's revenue structure and projections for the 2009-10 fiscal year. The following *assumptions* have been made for the purpose of projecting revenues:

Assumptions

Property Values and Change of Ownership – Despite the national housing crisis, the City's property valuation continues to increase. This effects property taxes, which are the City's largest revenue source. Under Proposition 13 adopted in 1978, property taxes for general purposes may not exceed 1% of market value. The Los Angeles County assessed value is only allowed to increase to market value upon transfer of title. Increases in assessed value are also made when improvements are made. Otherwise the maximum increase is 2% annually. We expect changes of ownership to remain constant through the 2009-10 fiscal year.

Economic Climate – It is assumed that the present economic condition will continue through the 2009-10 fiscal year with modest to no growth in most revenue categories. This effects revenue sources such as sales and use taxes and user fees.

Development Activity – It is assumed that private development activity will remain level through the 2009-10 fiscal year. This effects Planning & Building and public works permit fees.

The City of San Marino collects several types of revenue from various sources as summarized below.

Types of Revenue

Property Tax – This is the largest source of revenue for the City and represents 55% of unrestricted revenue. A portion of this (\$2,233,800) is the Public Safety Parcel Tax, which is a flat tax. The remainder is based on the assessed value as described above, and is expected to grow by 3%. The Public Safety Tax was increased by 5% this year, as approved by the voters in 2006.

Utility User's Tax – In response to the State's taking of revenue in FY 1992-03, the City Council adopted a utility user's tax of 5% on natural gas, water, electricity, telephone and cable television charges. The voter approved maximum rate is 6%, however the City Council has chosen not to raise the rate.

Other Taxes – Other important taxes include Motor Vehicle License, Franchise, Business License and Sales taxes.

Licenses & Permits – These are revenues charged for the purpose of recovering the cost of certain regulatory processes. Examples are building permits, animal licenses and film permits.

Charges for Service – These are revenues that are charged for the purpose of recovering the cost of certain services that people choose to participate in. The largest source in San Marino is recreation program fees.

Intergovernmental Revenues – These are revenues from various departments of the Federal government, the State of California, the County of Los Angeles and certain special districts. These revenues are usually allocated based on a formula, but are sometimes competitive grants. Some of these revenues are restricted for specific uses and others are not.

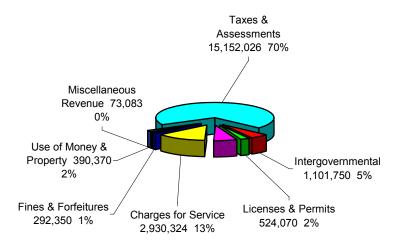
Fines & Forfeitures – These are revenues that are meant as a penalty for the violation of certain city ordinances.

Use of Money & Property – This includes interest income and rentals of city facilities. Interest income is allocated to each fund based on the cash balances at the end of each period of allocation.

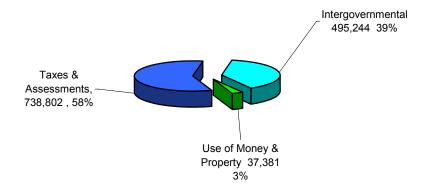
Donations – From time to time the City receives donations. The donor may or may not specify the use to which their donation is to be put.

Revenue Summaries

Unrestricted Funds



Restricted Funds



Revenue Detail

		2007-08	200	8-09	2009-10
Account	Description	Actual	Budget	Estimated	Approved
Unrestricted Funds					
General Fund					
Taxes:					
101-00-3001-0000	Secured & Unsecured Property T	8,666,640	9,270,000	9,450,000	9,733,500
101-00-3030-0000	Sales & Use Taxes	433,403	250,000	250,000	330,000
101-00-3032-0000	In -Lieu Sales & Use Taxes	87,757	90,000	172,695	90,000
101-00-3040-0000	Franchise Taxes	502,797	505,000	555,000	525,000
101-00-3042-0000	Real Property Transfer Taxes	150,871	120,000	100,000	100,000
101-00-3044-1650	Utility Users Taxes - Edison	621,858	620,000	560,500	560,500
101-00-3044-4510	Utility Users Taxes - Metro Wa	219,116	260,000	209,000	209,000
101-00-3044-4620	Utility Users Taxes - Miscella	274,915	262,000	291,000	291,000
101-00-3044-7260	Utility Users Taxes - AT&T	162,362	170,000	160,400	160,400
101-00-3044-8470	Utility Users Taxes - So. Cal.	238,609	215,000	208,000	208,000
101-00-3044-9240	Utility Users Taxes - Time War	107,052	105,000	109,000	110,000
101-00-3046-0000	Business License Tax	416,919	400,000	417,000	410,000
	Subtotal	11,882,299	12,267,000	12,482,595	12,727,400
Licenses & Permits:					
101-00-3102-0000	Dog Licenses	3,885	6,100	4,500	-
101-00-3103-0000	Bicycle Licenses	1,140	1,150	800	800
101-00-3153-0000	Film Permits	67,180	55,000	63,000	65,000
101-14-3151-0000	Building Permits	356,541	360,000	395,000	378,270
101-48-3152-0000	Street & Curb Permits	22,747	30,000	42,000	80,000
	Subtotal	451,493	452,250	505,300	524,070
Charges for Service:					
101-00-3304-0000	Environmental Fees	133,010	133,000	133,000	133,000
101-07-3346-0000	Sales of Maps & Pub.s - Admin	775	-	300	300
101-14-3308-0000	Plan Check Fees	215,394	200,000	180,000	169,000
101-14-3312-0000	Zoning Fees	110,883	125,000	140,000	130,000
101-14-3346-0000	Sales of Maps & Pub.s-P&B	1,338	1,400	705	750
101-40-3346-0000	Sales of Maps & Pub.s-PW	600	800	800	800
101-44-3310-5170	Inspection Fees-NPDES	-	-	-	5,540
101-60-3340-0000	Nonresident Fees-Recreation	12,832	12,000	22,000	20,000
101-62-3336-0000	Aquatics Program Fees	114,368	117,700	117,700	114,900
101-64-3336-0000	Contract Class Program Fees	567,319	561,270	561,270	548,507
101-66-3336-0000	Special Events Program Fees	16,898	18,000	17,000	17,000
101-68-3336-0000	Senior Program Fees	20,065	19,250	19,250	15,000
101-70-3336-0000	Daycare Program Fees	101,570	115,000	100,000	100,000
101-72-3336-0000	Daycamp Program Fees	93,913	125,000	110,000	110,000
101-74-3336-0000	Preschool Program Fees	604,431	810,000	775,000	805,777
101-76-3336-0000	Teen Center Program Fees	6,463	7,500	7,500	7,500 40,000
101-78-3336-0000	Cum Monitorina Drogram Food	l	15 000	I	
コロコ しい シンンは いいいい	Gym Monitoring Program Fees	- 04 340	15,000	- 90.000	
101-80-3336-0000	Kindercare Program Fees	91,318	15,000 95,000	80,000	81,900
101-90-3344-6055	Kindercare Program Fees Passport Fees	-	95,000	-	81,900 15,000
101-90-3344-6055 101-90-3346-0000	Kindercare Program Fees Passport Fees Library Copies	-	95,000 - -	- 4,000	81,900 15,000
101-90-3344-6055 101-90-3346-0000 101-91-3336-0000	Kindercare Program Fees Passport Fees Library Copies Program Fees	-	95,000 - - - 49,512	- 4,000 -	81,900 15,000 4,000
101-90-3344-6055 101-90-3346-0000 101-91-3336-0000 101-91-3344-3963	Kindercare Program Fees Passport Fees Library Copies Program Fees Lost Materials Fees	- - -	95,000 - - 49,512 -	- 4,000 - -	81,900 15,000 4,000 - 2,000
101-90-3344-6055 101-90-3346-0000 101-91-3336-0000 101-91-3344-3963 101-93-3344-1200	Kindercare Program Fees Passport Fees Library Copies Program Fees Lost Materials Fees Damaged Materials Fees	- - - -	95,000 - - 49,512 - -	- 4,000 -	81,900 15,000 4,000 - 2,000 150
101-90-3344-6055 101-90-3346-0000 101-91-3336-0000 101-91-3344-3963 101-93-3344-1200 101-94-3344-0000	Kindercare Program Fees Passport Fees Library Copies Program Fees Lost Materials Fees Damaged Materials Fees Overdue Materials Fees	- - -	95,000 - - 49,512 -	- 4,000 - -	81,900 15,000 4,000 - 2,000 150 20,000
101-90-3344-6055 101-90-3346-0000 101-91-3336-0000 101-91-3344-3963 101-93-3344-1200	Kindercare Program Fees Passport Fees Library Copies Program Fees Lost Materials Fees Damaged Materials Fees	- - - -	95,000 - - 49,512 - -	- 4,000 - -	81,900 15,000 4,000 - 2,000 150

Revenue Detail		2007-08	2008	3-09	2009-10
Account	Description	Actual	Budget	Estimated	Approved
Intergovernmental:					
101-00-3202-4075	Mandated Cost Reimbursements	24,135	35	60	-
101-00-3202-5500	State Off Hwy Vehicle Fees	-	_	-	-
101-00-3202-9350	State Vehicle License Fees	58,318	105,000	40,000	40,000
101-00-3204-0000	VLF Swap	948,053	948,000	1,011,554	1,000,000
101-90-3202-1435	State Library Direct Loan	-	8,000	21,000	21,000
101-90-3202-3305	State Interlibrary Loan	96	150	150	150
101-90-3202-3965	LSTA	5,000	2,500	-	-
101-90-3202-6820	State Public Library Fund	5,189	4,500	4,600	4,500
101-94-3202-1435	State Library Direct Loan	-	_	-	16,000
101-94-3202-3305	State Interlibrary Loan	-	-	-	100
	Subtotal	1,040,791	1,068,185	1,077,364	1,081,750
Fines & Forfeitures:			, ,	, ,	· · · · · ·
101-00-3410-0440	Business License NOVs	30,578	30,000	35,000	-
101-00-3410-0000	Fines & Forfeitures	475	2,000	600	600
101-14-3410-9245	Tree Fines	16,000	15,000	20,000	20,000
101-90-3344-0000	Library Fines	14,229	30,000	30,000	-
	Subtotal	61,282	77,000	85,600	20,600
Use of Money & Proper		- , -	,,,,,,		.,
101-00-3501-0000	Interest	352,808	300,000	232,000	230,000
101-00-3550-0000	Sale of Property	5,412	5,000	15,000	5,000
101-50-3502-0000	Rents & Concessions-Park	59,313	65,000	65,000	70,220
101-60-3502-0000	Rents & Concessions-Rec	23,843	25,000	20,000	18,000
101-90-3502-0000	Rents & Concessions-Library	5,039	10,800	28,000	30,000
	Subtotal	446,415	405,800	360,000	353,220
Miscellaneous Revenu		,		,	,
101-00-3348-0000	Damage to City Property Fees	14,985	7,000	50	50
101-00-3701-0000	Miscellaneous Revenue-General	19,485	2,400	100,000	2,500
101-40-3348-0000	Damage to City Property Fees	-	5,000	25,000	18,000
101-48-3333-0000	Sale of Street Signs	-	-	-	5,525
101-60-3701-0000	Miscellaneous Revenue-Rec	42,602	25,000	50,000	40,000
101-90-3701-0000	Miscellaneous Revenue-Library	-	4,600	3,000	3,000
101-95-3701-0000	Miscellaneous Reimbursements	4,008	4,008	4,008	4,008
	Subtotal	81,081	48,008	182,058	73,083
		,		,	•
	General Fund Totals	16,054,536	16,723,675	16,961,442	17,122,397
Public Safety Fund					
Taxes:					
103-00-3005-0000	Public Safety Property Taxes	2,252,073	2,262,000	2,340,000	2,338,626
103-00-3005-0000	Public Safety Augmentation Fd	135,769		111,218	86,000
100-00-0000-0000	Subtotal	2,387,842	2,262,000	2,451,218	2,424,626
Fines & Forfeitures:	Subtotal	2,001,042	2,202,000	2,731,210	2,727,020
103-30-3400-0000	Parking Citations	122,437	90,000	125,000	111,750
103-30-3410-0440	Business License NOVs	122,707	30,000	120,000	35,000
103-30-3401-0000	Vehicle Code Fines	107,483	100,000	105,000	125,000
100-00-0401-0000	Vollidic Code i ilies	229,919	190,000	230,000	271,750
		223,313	130,000	230,000	21 1,130
Intergovernmental:					
103-30-3202-6600	POST Reimbursement	14,142	30,000	15,000	20,000
100-30-3202-0000	I OOT IVEIIIDUISEIIIEIIL	14,142	30,000	15,000	20,000

		2007-08	2008	8-09	2009-10
Account	Description	Actual	Budget	Estimated	Approved
Charges for Service:	•		J		**
103-30-3316-0000	Special Police Services	35,662	30,000	19,000	20,000
103-30-3320-0000	Burglar Alarm Fees	10,800	15,000	5,000	41,250
103-30-3317-0000	Citation Sign-Off Fees	1,735	1,000	2,000	2,000
103-30-3318-0000	Clearance Letter Fees	564	250	400	400
103-30-3319-0000	Report Copy Fees	78	200	400	400
103-30-3324-0000	Housewatch Fees	5,327	10,000	8,500	8,500
103-30-3325-0000	Vehicle Impound Release Fees	8,500	6,600	20,000	20,000
103-30-3331-9241	Tow Contract Revenue	-	-	-	15,000
103-30-3331-3550	Live Scan Fees	-	-	-	18,000
103-30-3701-0000	Miscellaneous Reimbursements	-	-	5,000	-
103-34-3328-0000	Strike Team Reimbursements	71,674	65,000	65,000	75,000
103-34-3330-0000	Fire Fees	1,390	5,000	8,000	7,500
103-34-3332-0000	Paramedic Service Fees	320,650	350,000	340,000	340,000
	Subtotal	456,380	483,050	473,300	548,050
	0.000	.00,000	,	0,000	0.0,000
	Public Safety Fund Totals	3,088,283	2,965,050	3,169,518	3,264,426
		2,000,000	_,,	2,123,013	5,=51,1=5
Fourth of July Fund	d				
104-00-3336-0000	Admission Fees	23,229	30,600	30,600	40,000
		20,220	00,000	30,000	10,000
San Marino Center	Fund				
Use of Money & Prop	ertv:				
105-00-3502-0000	Rents & Concessions	5,021	_	_	_
105-82-3502-0000	Rents & Concessions	(850)	34,400	15,000	37,150
100 02 0002 0000	Tronto a concessione	4,171	34,400	15,000	37,150
Restricted Donation	ns Fund				
Trestricted Bollation					
Donations:					
281-00-3601-0000	General Donations	-	-	2,740	-
281-00-3601-3418	War Memorial Donations Received	32,450	-	300	-
281-30-3601-0000	Police Donations Received	234	1,000	100	1,000
281-34-3601-0000	Fire Donations Received	100	1,000	50	1,000
281-60-3601-0000	Recreation Donations Received	-	-	625	-
281-90-3601-0000	Library Donations Received	2,355,000	1,300,000	1,400,000	1,400,000
281-90-3601-0775	Dntn. Childrens' Books	-	1,200	5,600	34,505
281-90-3601-0776	Dntn. Chinese Language Materials	-	-	4,100	5,000
281-90-3601-0777	Dntn. Adult Materials	-	1,000	1,000	8,495
281-90-3601-1120	Dntns. Crain Art Gallery	_	-	12,195	800
	Subtotal	2,387,784	1,304,200	1,426,710	1,450,800

		2007-08	2008	3-09	2009-10
Account	Description	Actual	Budget	Estimated	Approved
Capital Projects Fun			J		•••
- Capital Frojecto Fall					
Use of Money & Prope	rtv.				
394-00-3501-0000	Interest	205,843	225,000	20,000	
394-00-3702-0000	Miscellaneous Reimbursements	81,731	-	20,000	
001 00 0102 0000	Subtotal	287,574	225,000	20,000	_
	30000	201,011	220,000	20,000	
Capital Equipment F	und				
Use of Money & Prope	rtv·				
591-00-3501-0000	Interest	861	_	3	-
001 00 0001 0000	interest				
	All Unrestricted Funds	21,847,289	21,248,525	21,623,273	21,914,773
	7 0 00 00	21,011,200	21,210,020	21,020,210	21,011,110
Restricted Funds					
202-00-3501-0000	Interest	17,485	10,000	7,500	5,970
202-48-3038-7590	Gas Taxes Section 2105	80,755	82,000	68,000	68,000
202-48-3038-7700	Gas Taxes Section 2106	51,481	51,600	43,700	43,700
202-48-3038-7810	Gas Taxes Section 2107	108,142	112,000	91,000	91,000
202-48-3038-7920	Gas Taxes Section 2107.5	3,000	3,000	3,000	3,000
	Subtotal	260,863	258,600	213,200	211,670
204-00-3201-0650	Federal CDBG	98,677	219,423	156,581	161,976
206-00-3203-3420	Local - LA Co. Pk. Bond	21,429	38,838	32,199	43,739
007.00.0000.0000	D AT "T	045.040	000 000	101 500	404 500
207-00-3032-0000	Prop. A Transit Taxes	215,349	220,000	194,500	194,500
207-00-3501-0000	Interest Income Subtotal	20,135	12,000	12,000	6,600
	Subiolai	235,484	232,000	206,500	201,100
211-00-3050-0000	Granada Avenue Assessment I	7,133	-	_	
211-00-3030-0000	Granada Avende Assessment i	7,100	_	-	_
212-00-3203-0080	AQMD Grant	16,126	2,200	15,000	15,000
212-00-3501-0000	Interest	2,359	-	1,500	1,005
212 00 0001 0000	Subtotal	18,485	2,200	16,500	16,005
		,	_,		,
213-00-3202-8950	MTA-STPL	175,669	-	115,760	-
		·		,	
214-00-3036-0000	TDA Article 3 Taxes	-	22,090	27,566	30,669
215-00-3034-0000	Prop. C Transit Taxes	179,749	215,000	162,700	192,700
215-00-3501-0000	Interest Income	39,607	25,000	24,000	15,000
	Subtotal	219,356	240,000	186,700	207,700

<u> </u>		2007-08	200	8-09	2009-10	
Account	Description	Actual	Budget	Estimated	Approved	
217-00-3410-0000	Asset Seizure Forfeitures	1,037	-	-	-	
		1,037	-	-	-	
220-00-3050-0000	Granada Avenue Assessment #2	2.420	2 200	1 500	2 200	
220-00-3050-0000		2,439	2,200	1,500 1,500	2,200	
	Subtotal	2,439	2,200	1,500	2,200	
224-00-3501-0000	FEMA Fire Grant Interest Income	-	-	-	-	
226-00-3501-0000	Interest Income	479	_	150	101	
226-00-3202-2860	Recycling Grant	5,000	5,000	5,000	5,000	
	Subtotal	5,479	5,000	5,150	5,101	
000 00 0504 0000		5.004		200	500	
229-00-3501-0000	Interest Income	5,381	-	600	500	
229-48-3202-2860	State Traffic Congestion Grant		130,026	115,940	127,268	
	Subtotal	5,381	130,026	116,540	127,768	
233-00-3501-0000	Interest	6,270	-	3,600	2,205	
233-30-3202-0000	COPS Allocation	100,000	90,000	100,000	100,000	
	Subtotal	106,270	90,000	103,600	102,205	
240-00-3202-0000	Homeland Security Grant	_	_	_	86,000	
210 00 0202 0000	Homeland occurry Grant				00,000	
241-00-3202-3542	Safe Routes to School Grant	-	-	-	-	
243-48-3203-4200	LA County Measure R - Transit	-	-	-	69,294	
244-00-3501-0000	Interest	(20)	-	9,000	6,000	
244-48-3202-0000	Prop. 1B Street Fd. Allocation	400,000	22,237	22,237	-	
	Subtotal	399,980	22,237	31,237	6,000	
	All Restricted Funds	1,557,681	1,262,614	1,213,033	1,271,427	
	All Funds	23,404,970	22,511,139	22,836,306	23,186,200	

Expenditures

Expenditure Summaries

	2007-08	2008	-09	2009-10	
	Actual	Budget	Estimated	Approved	
Total Expenditures By Category					
Personnel	11,764,151	13,732,773	13,532,309	13,557,068	
Services & Supplies	5,303,027	6,284,236	6,201,691	5,891,218	
Capital Outlay	8,740,763	4,130,430	3,786,577	2,511,214	
<u> </u>	25,807,940	24,147,439	23,520,577	21,959,500	

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	2007-08 200		3-09	2009-10
	Actual	Budget	Estimated	Approved
Total Expenditures By Department				
City Council	6,315	7,350	12,895	7,350
Administration	1,426,053	2,013,059	1,907,580	1,552,030
SMTV	38,441	39,450	39,450	26,000
Planning & Building	735,391	692,293	778,788	739,490
General Operations	1,306,185	1,331,534	1,302,016	1,268,294
Police	4,435,952	4,937,756	4,979,411	5,047,107
Fire	2,957,817	4,670,069	4,637,743	3,962,465
Emergency Services	47,008	52,318	43,818	37,818
Parks & Public Works	3,892,885	5,860,653	5,717,985	5,442,587
Recreation	2,543,016	2,849,273	2,680,597	2,525,529
Library	8,168,600	1,639,033	1,365,668	1,295,555
El Molino Viejo	250,276	54,651	54,626	55,276
· -	25,807,940	24,147,439	23,520,577	21,959,500

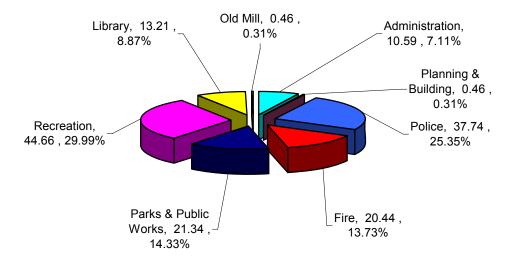
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	2007-08	2008	3-09	2009-10
	Actual	Budget	Estimated	Approved
Unrestricted Funds:				
General Fund	8,586,735	9,903,772	9,600,217	9,265,385
Public Safety Fund	7,231,303	8,513,929	8,608,773	8,719,680
Fourth of July Event Fund	52,416	59,611	71,320	67,028
San Marino Center Fund	21,034	103,121	49,614	96,872
Restricted Donations to City Fund	1,284	16,800	18,676	53,300
Capital Projects Fund	7,937,786	831,661	687,661	1,275,000
Capitalized Equipment Fund	77,547	1,045,401	954,735	185,100
Workers' Compensation Fund	355,920	357,000	351,676	358,200
General Liability Fund _	391,415	457,751	449,907	490,306
All Unrestricted Funds	24,655,440	21,289,045	20,792,579	20,510,870
Restricted Funds:				
Gas Tax Fund	276,717	401,627	399,902	383,900
CDBG Fund	98,893	252,097	156,581	161,976
County Park Prop. A Fund	28,451	38,838	32,194	43,739
Prop. A Transit Fund	231,008	224,289	214,029	210,800
Air Quality Fund	4,293	91,308	84,561	-
STPL Fund	175,668	-	-	-
TDA Fund	-	27,566	27,566	30,669
Prop. C Transit Fund	82,564	1,216,597	1,200,319	280,540
CA Recycling Grant Fund	9,490	5,000	5,000	5,000
Traffic Congestion Relief Act Fund	145,835	75,835	75,835	72,917
COPS Fund	99,581	103,000	109,775	106,000
State Homeland Security Grant Fund	, -	-	-	86,000
Safe Routes to School Grant Fund	-	-	-	-
LA County Measure R	-	-	-	67,088
Prop. 1B Street Funds	-	422,237	422,237	-
All Restricted Funds	1,152,501	2,858,394	2,727,999	1,448,630
All Funds	25,807,940	24,147,439	23,520,577	21,959,500

Staffing Summaries

	2007-08	2008	3-09	2009-10
	Actual	Budget	Estimated	Approved
Staffing History				
Administration	10.59	11.00	10.50	7.72
Planning & Building	0.46	0.50	0.50	0.50
Police	37.74	36.88	36.88	38.02
Fire	20.44	22.47	21.47	22.47
Parks & Public Works	21.34	20.63	20.36	19.72
Recreation	44.66	37.88	35.63	30.96
Library	13.21	17.73	14.69	16.65
Old Mill	0.46	0.50	0.50	0.50
Total Full Time Equivalents	148.90	147.59	140.53	136.55

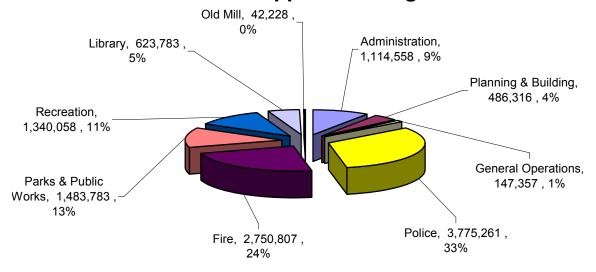
2009-10 Approved Budget



Staffing Summaries (Continued)

	2007-08	2008-09		2009-10
	Actual	Budget	Estimated	Approved
Personnel Cost				
Administration	1,114,558	1,320,358	1,219,512	1,016,768
Planning & Building	486,316	506,276	519,628	532,765
General Operations	147,357	150,000	153,500	155,000
Police	3,775,261	4,193,046	4,231,821	4,348,151
Fire	2,750,807	3,525,553	3,601,914	3,654,153
Parks & Public Works	1,483,783	1,594,600	1,611,161	1,528,152
Recreation	1,340,058	1,562,894	1,416,240	1,391,368
Library	623,783	834,949	733,757	885,990
Old Mill	42,228	45,097	44,776	44,722
_	11,764,151	13,732,773	13,532,309	13,557,068

2009-10 Approved Budget



Capital Expenditures

By Department		
-		
Police:		
233-30-4613-0000	Night Vision Goggles	5,000
394-30-4600-3414	Construction-Jail Remodel	30,000
591-30-4613-0000	Canon 5050N Copier	11,800
591-30-4613-0000	Live Scan Terminal	9,720
591-30-4613-9300	Vehicle & Equipment	30,000
		86,520
Fire:		
591-34-4613-0000	Radios	5,000
240-34-4613-0000	Self Contained Breathing Apparatus	86,000
		91,000
Public Works:		
	2000 40 Chara Cool	202.000
202-48-4600-5537	2009-10 Slurry Seal	383,900
204-48-4600-5540	ADA Sidewalk Imvprovements 2009-10	125,000
214-48-4600-5539	Huntington Drive Safety & Pedestrian	30,669
215-48-4600-5538	2009-10 Overlay & Median Irrigation	280,540
229-48-4600-5538	2009-10 Overlay & Median Irrigation	72,917
243-48-4600-5537	2009-10 Slurry Seal	67,088
394-44-4600-8020	Sewer/Storm Drain Replacement	200,000
394-48-4600-5541	Mission Street Alley Repair	25,000
394-48-4600-5542	Circle Drive Bridge Lights	20,000
394-48-4600-9000	Street Light Conversion	1,000,000
591-48-4613-0000	Boom Truck	100,000
591-52-4613-0000	1/2 Ton Pickup Truck	22,000
		2,327,114
Recreation:		
591-82-4613-8280	Tables & Chairs	6,600
		-,500
	Total	2,511,234

Capital Expenditures (Continued)

By Fund		
Gas Tax:		
202-48-4600-5537	2009-10 Slurry Seal	383,900
202 10 1000 0007	2000 10 010117 0001	333,333
CDBG:		
204-48-4600-5540	ADA Sidewalk Imvprovements 2009-10	125,000
TDA Fund:		
214-48-4600-5539	Huntington Drive Safety & Pedestrian	30,669
Prop. C Transit Fund	d-	
215-48-4600-5538	2009-10 Overlay & Median Irrigation	280,540
213-40-4000-3330	2005-10 Overlay & Wedian Imgation	200,040
Traffic Congestion I	Relief Act Fund:	
229-48-4600-5538	2009-10 Overlay & Median Irrigation	72,917
	, , ,	·
COPS Fund:		
233-30-4613-0000	Night Vision Goggles	5,000
Homeland Security		
240-34-4613-0000	Self Contained Breathing Apparatus	86,000
I A County Magazina	D Fund	
LA County Measure 243-48-4600-5537	2009-10 Slurry Seal	67.099
243-46-4000-3337	2009-10 Sluffy Seal	67,088
Capital Projects Fur	 nd:	
394-30-4600-3414	Construction-Jail Remodel	30,000
394-44-4600-8020	Sewer/Storm Drain Replacement	200,000
394-48-4600-5541	Mission Street Alley Repair	25,000
394-48-4600-5542	Circle Drive Bridge Lights	20,000
394-48-4600-9000	Street Light Conversion	1,000,000
		1,275,000
Capital Equipment F	Fund:	
591-30-4613-0000	Canon 5050N Copier	11,800
591-30-4613-0000	Live Scan Terminal	9,720
591-30-4613-9300	Vehicle & Equipment	30,000
591-34-4613-0000	Radios	5,000
591-48-4613-0000	Boom Truck	100,000
591-52-4613-0000	1/2 Ton Pickup Truck	22,000
591-82-4613-8280	Tables & Chairs	6,600
		185,120
	Tata	2,511,234
	Tota	u 2,511,234

Expenditure Detail

The following sections include a brief description of each operating department, its accomplishments during the previous year, and goals for the 2009-10 fiscal year. They include summaries by fund and detail by line item. Two of the departments, Planning & Building and Recreation include information regarding revenues because they strive for 100% and 70% fee recovery respectively. The larger departments, Parks and Public Works, Recreation and Library also include departmental summaries.

City Council

This program provides funding for the City Council to attend local and statewide meeting and training programs. This funding also provides for travel expenses for members of the City Council to meet with the City's state and federal representatives regarding legislative matters.

			2008-09	2008-09	
		2007-08	Amended	Estimated	2009-10
		Actual	Budget	& Carryovers	Approved
Budget Summary					
Expenditures by Typ	De l				
	Personnel	-	-	-	_
	Services & Supplies	6,315	7,350	12,895	7,350
	Capital Outlay	-	-	-	-
		6,315	7,350	12,895	7,350
Expenditures by Fu	nd				
101	General Fund	6,315	7,350	12,895	7,350
	Solicial Falla	6,315	7,350	12,895	7,350
Budget Detail					
Expenditures:					
101-01-4376-0000	Materials & Supplies	1,218	750	700	700
101-01-4420-0000	Printing	-	100	195	150
101-01-4480-0000	Travel & Meetings	5,097	6,500	12,000	6,500
	League of CA Cities	,	2,500	,	2,500
	Misc. Council Local		2,000		2,000
League of C	A Cities Executive Forum (2)		2,000		2,000
Tota	I Services & Supplies	6,315	7,350	12,895	7,350
	Total Expenditures	6,315	7,350	12,895	7,350

Administration

The Administration Department provides organizational support to all the City departments under the direction of the City Manager. The City Manager is the Chief Executive Officer of the City and is responsible for administration of the day-to-day affairs of the City, subject to the policy direction of the City Council. The City Manager's primary responsibility is to assist the City Council in identifying policy priorities, and to ensure that priorities established by Council are addressed in an efficient, cost-effective manner. The City Manager is appointed by and serves at the pleasure of the City Council. The City Manager, in turn, is the appointing authority for all positions of employment in the City. The City Manager serves the role of coordinating the efforts of the various City departments, and of keeping the City Council apprised of matters dealing with general operations, finance, personnel, legislation, litigation, and other items of city business.

Among the major responsibilities of the City Manager is preparation and administration of the City budget. The Manager develops long and short-range plans for implementation in a manner consistent with the programs and appropriations established by the City Council.

The City Manager receives staff support from the employees in the Administration Department. This department is responsible for the City's finance and payroll system; personnel management; compliance with federal, state and regional mandates; Workers' Compensation and risk management; budget and Capital Improvement Program development; intergovernmental and legislative activities; contract administration; the Business License Program and administrative support to all other departments.

Among the most important functions of the department is the day-to-day administration of a comprehensive personnel system and maintenance of all employee records. The major activities of this program include the responsibility for recruitment and selection of new employees and administering employee benefits. An additional responsibility is overseeing the City's risk management program. This activity has continued to expand due mainly to the growing complexity of State and Federal laws regarding employment and the importance of employee safety, Workers' Compensation, and liability programs. A related responsibility is labor relations and negotiating employment contracts with the three organized City employee unions.

Another important function of this department is conducting municipal elections, compiling City Council agendas, and maintaining all City documents. This function includes recording Council minutes; processing, indexing and filing ordinances, resolutions and official hearing notices; maintaining City codes; and ensuring compliance with financial and campaign disclosure laws.

Additionally, the department is responsible for administering the City's business license regulations, issuing dog licenses, bicycle licenses and answering the City's main telephone lines.

This department is also responsible for the general accounting needs for the City including payroll, accounts payable and receivables, general ledger and cashiering. The main function of this program is to keep and maintain books, accounts and a general accounting system for the City. The City utilizes an in-house computer system and City personnel are responsible for all data input as well as preparing reports for all departments on the status of their expenditures.

Program Accomplishments 2008-2009:

- Conducted personnel recruitments for many of the departments
- Prepared 2008-09 Mid-year Financial Review and 2009-10 Annual Budget
- Prepared ordinances and resolutions for City Council consideration
- Worked cooperatively with San Marino Unified School District to provide athletic transportation and facility maintenance
- Wrote letters regarding legislation and held meetings with legislative representatives of City
- Completed an actuarial Study of Post Employment Benefit Liability
- Completed a new agreement with the San Marino Fire Fighter's Association
- · Reorganized Library Operations
- Appointed a Community Services Director
- Awarded Contracts for Utility Invoice audits, sales tax audits and property tax audits

Program Goals 2009-2010:

- Implement the policies and goals established by the City Council
- Provide great customer service to San Marino residents and businesses
- Protect the interest of the San Marino constituency by monitoring the legislation and financial decisions made by the State of California
- Provide support to all City departments
- Continue to review City departments and operations (including Administration) for maximum efficiency
- Promote professional development in all City departments by encouraging participation in appropriate training, educational and team-building programs
- Continue program for compliance with State mandated waste management program (AB 939) and storm water runoff programs
- Develop long term goals with the City Council
- Complete a new agreement with the San Marino General Employee's Association
- Evaluate Records Retention Schedule & Procedures
- Appoint a City Clerk

			2008-09	2008-09	
		2007-08	Amended	Estimated	2009-10
		Actual	Budget	& Carryovers	Approved
		7101001	244901	a carryerore	7.рр. с т с а
Budget Summary					
Expenditures by Typ	pe:				
	Personnel	1,114,558	1,320,358	1,219,512	1,016,768
	Services & Supplies	311,495	676,247	671,181	535,262
	Capital Outlay	-	16,454	16,887	-
		1,426,053	2,013,059	1,907,580	1,552,030
Expenditures by Fur	ld:				
101	General Fund	1,420,722	1,984,763	1,881,949	1,545,318
204	CDBG Fund	-	6,790	6,718	6,712
207	Prop. A Transit Fund	2,026	2,026	2,026	-
212	Air Quality Fund	3,305	3,026	-	-
591	Capital Equipment Fund	-	16,454	16,887	_
70.	Capital Equipment and	1,426,053	2,013,059	1,907,580	1,552,030
	Original Budget		1,781,790		
	Amendments		231,269		
	Amended Budget		2,013,059		
Staffing History:					
	City Manager	1.00	1.00	1.00	1.00
	Assistant City Manager	0.75	0.75	0.75	0.8
	Manager	-	0.50	-	-
	Finance Director	1.00	1.00	1.00	1.00
	Police Captain	-	-	-	0.34
	Administrative Assistant	1.00	1.00	1.00	1.0
	Administrative Analyst	1.00	1.00	1.00	0.2
	Executive Secretary	1.00	1.00	1.00	-
	Accountant I	1.00	1.00	1.00	1.00
	City Clerk	1.00	1.00	1.00	0.50
	Code Compliance Coordinator	1.00	1.00	1.00	-
	Clerk/Typist	1.00	1.00	1.00	1.00
	Receptionist	0.84	0.75	0.75	0.7
Budget Detail	Total FTEs	10.59	11.00	10.50	7.72
Buuget Detail					
Expenditures:					
101-07-4001-0000	Full Time Salaries	864,862	946,719	745,574	591,73°
204-07-4001-0000	Full Time Salaries	-	5,690	5,618	5,612
101-07-4002-0000	Part Time Wages	7,604	23,394	134,600	150,773
101-07-4004-0000	Overtime	462	-	500	500
101-07-4006-0000	Medicare	12,763	13,360	12,745	10,397
101-07-4008-3080	Retirement - ICMA 401(a)	10,352	11,566	11,566	11,526
101-07-4008-6160	Retirement - PERS	125,778	224,507	197,273	177,553
101-07-4010-0000	Cafeteria Benefit	79,991	85,122	80,000	59,676
101-07-4011-0000	Cell Phone Allowance	2,414	2,700	2,336	1,800
101-07-4012-0000	Auto Allowance	7,243	7,200	7,200	7,200
101-07-4013-0000	Boot Allowance	200	100	100	-
101-07-4014-0000	Unemployment Payments	2,890	-	-	-
101-07-4015-0000	Workers' Compensation Benefits	-	-	22,000	
	Total Personnel	1,114,558	1,320,358	1,219,512	1,016,76

Administration (, i		2008-09	008-09 2008-09	
		2007-08	Amended	Estimated	2009-10
		Actual	Budget	& Carryovers	Approved
101-07-4106-2755	Contract Legal Svc.s-General	98,017	100,000	100,000	100,000
	Some det Legal evere de mora.	30,011	100,000	100,000	,
101-07-4106-3415	Contract Legal Svc.s-Labor	38,656	60,000	40,000	50,000
	3	,	,	-,	,
101-07-4150-0000	Other Contract Services	53,550	171,518	185,300	178,375
	Audit	·	17,089	,	17,089
	Banking Services		9,000		9,000
	City Code Online		1,500		1,500
	Codification Services		3,200		3,200
	Credit Card Fees		7,000		7,000
	Community Center Plan		67,790		-
	Interim City Clerk		15,300		72,000
	Employee Assistance Program		3,000		3,000
	Financial Management System		11,745		12,332
	Hinderliter, De Llamas & Associates		5,900		5,900
	HdL Sales Tax Software		-		1,200
	Laserfiche		2,150		2,150
	Mandated Cost Systems, Inc.		3,000		8,300
	Post Employment Benefit Actuarial Study		5,000		-
	Property Tax Auditing & Reporting Service		-		3,000
	Section 125 Administrator		2,584		2,584
	Computer Network/Technical Maintenance		17,140		30,000
	Vision Plan Administrative Fee		120		120
204-07-4150-0000	Other Contract Services	-	1,100	1,100	1,100
101-07-4202-0000	Advertising	12,718	19,200	18,200	19,000
	Legal Notices		14,000		13,800
	Quarterly Newsletter Advertising		5,200		5,200
101-07-4204-0000	Books & Periodicals	2,503	3,555	500	3,355
	City Code Updates		2,800		2,800
	Elections Code		115		115
	Governmental Accounting Standards Board		100		100
	ICMA		90		90
	Miscellaneous Periodicals		250		250
	Star News		200		-
101-07-4206-0000	Building Repair & Maintenance	-	1,000	300	1,000
101-07-4290-0000	Election	3,248	136,423	136,423	-
101-07-4309-0000	Cash Short/(Over)	_	_	(58)	
				(55)	
101-07-4316-0000	Equipment Repair & Maintenance	6,916	4,820	5,100	4,820
	Copier		1,500		1,500
	Heating and Air Conditioning		1,200		1,200
	Postage Meter		820		820
	Security System		1,300		1,300

		2007-08	2008-09 Amended	2008-09 Estimated	2009-10
		Actual	Budget	& Carryovers	Approved
101-07-4332-0000	Fees/Permits/Taxes to Outside A	522	522	522	532
101 01 1002 0000	LAFCO Assessment	5	522	<u> </u>	
			-		
101-07-4376-0000	Materials & Supplies	11,262	7,500	7,500	7,500
		,	,	,	•
101-07-4396-0000	Memberships & Dues	18,318	20,368	22,394	24,315
207-07-4396-0000	Memberships & Dues	2,026	2,026	2,026	-
212-07-4396-0000	Memberships & Dues	2,026	2,026	-	-
	Association of Records Managers & Administrators		180		-
	CA Association of Code Enforcement		75		-
	CA City Management Foundation		375		375
	CA Municipal Revenue & Taxation Association		50		50
	California Municipal Treasurers Association		125		125
	California Society of Municipal Finance Officers		145		145
	Chamber		250		250
	City Clerk Association of California		145		145
	City Club		380		380
	Community Meetings		1,100		1,100
	Government Finance Officers Association		170		170
	Independent Cities Association		600		600
	International Institute of Municipal Clerks		140		140
	League - County Division Dues		1,100		1,100
	League Of California Cities		5,400		5,400
	Liebert Cassidy Employee Relations Consortium		2,400		2,400
	Municipal Management Association of So. Cal.		65		65
	National Association of Parliamentarians		85		-
	National Notary Association		36		36
	Rotary		840		840
	San Gabriel Valley City Manager Association		60		60
	San Gabriel Valley CM Secretaries		50		_
	San Gabriel Valley COG		9,369		9,369
	SCAG and SCAG Access		1,250		1,250
	Springbrook User Group		50		50
101-07-4398-0000	Mileage	114	200	300	250
101-07-4399-0000	Non-capitalized Equipment	2,719	1,500	260	3,000
	Computers		-		3,000
	Printer		1,500		-
101.07.1/00.0005	D: "	2.25	10.005	2.22	
101-07-4420-0000	Printing	8,958	10,000	9,000	9,000
	Forms		6,000		6,000
	Letterhead		1,000		1,000
	Miscellaneous		3,000		2,000

Administration (2007-08	2007-08		
		2006-07	2006-07	Amended	Estimated	2008-09
		Actual	Budget	& Carryovers	Approved	
101-07-4436-0000	Recruitment	27,385	10,000	18,700	17,000	
101-07-4468-0000	Staff Development	2,171	1,000	700	700	
101-07-4476-0000	Surety Bonds	2,914	1,700	1,700	1,700	
101-07-4480-0000	Travel & Meetings	8,115	11,290	11,290	4,270	
	Bargaining Unit Negotiations		300	,	-	
	CACE Conference		350		-	
	CACE Workshops		260		_	
	California JPIA Risk Management Conference		1,300		_	
California Sc	ciety of Municipal Finance Officers Meetings, Local		120		120	
	ornia Society of Municipal Finance Officers Seminar		500		-	
Odino	City Clerks' Association Annual Conference		930		_	
	City Clerk's Association, Local		150		_	
	City Clerk's New Law & Election Seminar		900		900	
	City Treasurer's Conference		1,050		1,050	
	CMRTA Annual Conference		350		-	
	CMRTA Meetings		300		_	
	Labor Consortium Training		600		100	
	League of California Cities		1,000		1,300	
	League of California Cities - CM Dept. Mtg.		1,300		-	
	Misc. Council and Staff		600		600	
San Gahriel Valley Ci	ty Managers Annual Conference, Cal Poly Pomona		100		100	
San Gabrier valley G	San Gabriel Valley City Managers Association		180		100	
	Springbrook Annual Conference					
	Springbrook Armual Conference		1,000		-	
101-07-4500-4950	Utilities-Natural Gas	2,078	2,000	2,000	2,000	
101-07-4508-0000	Vehicle Repair & Maintenance	-	-	425	-	
212-07-4508-0000	Vehicle Repair & Maintenance	1,279	1,000	-	-	
101-07-4999-0000	Debt Service - I Bank Loan (Library)	6,000	107,499	107,499	107,345	
	Total Services & Supplies	311,495	676,247	671,181	535,262	
591-07-4613-0000	Capitalized Equipment		16,454	16,887	-	
	Inka Vote System		16,454			
	Total Capital Expenditures	-	16,454	16,887	_	
	Total Expenditures	1,426,053	2,013,059	1,907,580	1,552,030	

SMTV

The City's Education/Government Channel provides for the education of the public via cable television. The primary function of the program is to provide an information bridge between the residents, City government and the schools.

The City's Cable Television program will strive to keep residents informed and educated via the airwaves by cable casting community events, the community calendar, and other community related information. The program will also serve as a

resource in the event of a natural disaster or local emergency.

	of a natural disaster or local emergenc		2008-09		
		2007-08	2008-09 Amended	Estimated	2009-10
		Actual	Budget	& Carryovers	Approved
					• •
Budget Summary					
Expenditures by Typ	Personnel		_	_	
	Services & Supplies	38,441	39,450	39,450	26,000
	Capital Outlay	30,441	39,430	39,430	20,000
	Capital Outlay	38,441	39,450	39,450	26,000
	 	30,441	33,430	33,430	20,000
Expenditures by Fur	nd:				
101	General Fund	38,441	39,450	39,450	26,000
		38,441	39,450	39,450	26,000
	Ì	<u> </u>	,	,	· · ·
Budget Detail					
Expenditures:					
101-08-4150-0000	Other Contract Services	38,041	37,000	37,000	26,000
	Station Manager		24,000		
	Production Assistant		10,000		
	Technician		3,000		
	SMUSD				20,000
	Media of the Foothills				6,000
101-08-4316-0000	Equipment Repair & Maintenance		1 000	1,000	
101-06-4310-0000	Equipment Repair & Maintenance	_	1,000	1,000	-
101-08-4376-0000	Materials & Supplies	65	_	-	
101-00-4370-0000	waterials & Supplies	0.5	_	_	_
101-08-4399-0000	Non-capitalized Equipment	_	1,000	1,000	_
101 00 1000 0000	Tron capitalized Equipment		1,000	1,000	
101-08-4500-9025	Utilities-Telephone	336	450	450	_
	Total Services & Supplies	38,441	39,450	39,450	26,000
	Total Expenditures	38,441	39,450	39,450	26,000

Planning and Building

Maintaining the high-quality residential nature of San Marino is the top priority of the Planning and Building Department. This department consists of the Planning and Building Director, Senior Planner, Building Inspector II, Planning & Building Assistant, and Permit Technician II. Part-time support staff includes a City Engineer and a Code Compliance Officer. A contract engineering firm provides plan check engineering and building inspection on an "as needed" basis. Together these employees are primarily responsible for current and long-range planning, environmental review, building inspection, plan checking, code enforcement, and engineering services.

Current planning activities include providing zoning information to the public, reviewing development plans for compliance with City zoning regulations, and processing plans through the Design Review Committee, Planning Commission and City Council. Long-range planning guides the future growth and physical development of the City by updating the General Plan and its various elements. Through its code enforcement program, the Department aims to preserve the beauty of the City. The Department also monitors commercial vacancies, provides zoning information for prospective businesses seeking to relocate in San Marino, and works closely with the business community through the San Marino Chamber of Commerce.

This Department is responsible for administering and enforcing local and State regulations applicable to construction on private property within the City. Included in this responsibility is the review of construction plans, issuance of permits and field inspection of construction from foundation through final completion of buildings.

Program Accomplishments 2008-2009:

- Finalized the Housing Element of the General Plan
- Continued to strengthened the code enforcement program by being "proactive"
- Processed amendments to strengthen the City's zoning code
- Made recommendations to increase revenue
- Maintained the City's Website
- Finalized a Special Event Ordinance
- Provided opportunities for staff development

Program Goals 2009-2010:

- Create a code enforcement policies & procedures manual
- Finalize the Tree Preservation Ordinance
- Establish a Cell Tower Policy
- Attract, retain and recruit viable businesses into the city
- Establish roofing and window materials policies

Planning & Building (Continued)

			2008-09	2008-09	
		2007-08	Amended	Amended Estimated	
		Actual	Budget	& Carryovers	Approved
Budget Summary					
Daaget Janimary					
Expenditures by Ty	pe:				
	Personnel	486,316	506,276	519,628	532,765
	Services & Supplies	249,076	186,017	259,160	206,725
	Capital Outlay		-	-	-
		735,391	692,293	778,788	739,490
Expenditures by Fu	nd:				
101	General Fund	723,399	683,993	776,288	731,990
207	Prop. A Transit Fund	11,004	7,500	2,500	7,500
212	Air Quality Fund	988	800	-	-
		735,391	692,293	778,788	739,490
	Original Budget		686,493		
	Amendments		5,800		
	Amended Budget		692,293		
			·		
Staffing History:	DI : 0 D : 11: D: (4.00	4.00	4.00	1.00
	Planning & Building Director	1.00	1.00	1.00	1.00
	Senior Planner	-	-	-	1.00
	Associate Planner	1.00	1.00	1.00	-
	Planning & Building Assistant	1.00	1.00	1.00	1.00
	Building Inspector II	0.60	-	1.00	1.00
	Building Inspector I	- 4.00	1.00	-	-
	Executive Secretary Permit Technician II	1.00	-	-	- 4.00
		1.00	1.00	1.00	1.00
	Planning Aide	0.37	_		- 0.50
	Code Compliance Officer Total FTEs	0.46 6.43	0.50 5.50	0.50 5.50	0.50 5.50
Dudget Detail					
Budget Detail					
Revenues:					
101-14-3151-0000	Building Permits	356,541	360,000	395,000	378,270
101-14-3308-0000	Plan Check Fees	215,394	200,000	180,000	169,000
101-14-3312-0000	Zoning Fees	110,883	125,000	140,000	130,000
101-14-3346-0000	Sales of Maps & Pub.s-P&B	1,338	1,400	705	750
101-14-3410-9245	Tree Fines	16,000	15,000	20,000	20,000
	Total Revenues	700,155	701,400	735,705	698,020

Planning & Building (Continued)

			2007-08	2007-08		
		2006-07	Amended	Estimated	2008-09	
		Actual	Budget	& Carryovers	Approved	
			J	,		
Expenditures:						
101-14-4001-0000	Full Time Salaries	322,630	358,354	369,353	379,60	
101-14-4002-0000	Part Time Wages	78,597	22,917	22,917	22,91	
101-14-4004-0000	Overtime	612	-	500		
101-14-4006-0000	Medicare	5,073	5,546	5,688	5,85	
101-14-4008-6050	Retirement PARS	489	859	-		
101-14-4008-6160	Retirement - PERS	46,528	82,923	85,494	88,11	
101-14-4010-0000	Cafeteria Benefit	31,271	34,476	34,476	35,07	
101-14-4011-0000	Cell Phone Allowance	1,116	1,200	1,200	1,20	
101111000	Total Personnel	486,316	506,276	519,628	532,76	
	Total Following	100,010	000,270	0.10,020	002,10	
101-14-4104-0000	Contract Engineering Services	18,835	20,000	20,000	20,00	
	Some det in ginnes in ig contribute	10,000		_0,000		
101-14-4104-6270	Contract Building & Safety Svc	147,847	86,496	142,000	120,00	
	community or carroly over	,	33,133	,000	0,00	
101-14-4106-0950	Contract Legal Svc.s-Code Enf.	13,183	12,000	10,000	11,50	
	Community Logistic Code Limit	10,100	:=,000	.0,000	,	
101-14-4106-2755	Contract Legal Svc.s-General	13,967	18,000	49,000	17,00	
	Contract Legal Croic Contract	. 0,00.	10,000	.0,000	,00	
101-14-4150-0000	Other Contract Services	9,850	12,800	13,500	6,70	
207-14-4150-3300	Other Contract SvcsImaging P*	10,409	7,500	2,500	7,50	
	Code Enforcement Software Maintenance	·	1,500	,	-	
	HDL Permit Software Maintenance		3,300		3,70	
	Hearing Officer		3,000		3,00	
	Housing Element Update		5,000		-	
	Imaging Service*		7,500		7,50	
101-14-4202-0000	Advertising	7,076	6,000	5,700	6,00	
101-14-4204-0000	Books & Periodicals	786	200	350	20	
101-14-4316-0000	Equipment Repair & Maintenance	894	450	400	45	
101-14-4332-0000	Fees/Permits/Taxes to Outside	200	200	150	15	
101-14-4376-0000	Materials & Supplies	3,778	4,000	2,500	3,00	
101-14-4396-0000	Memberships & Dues	1,680	2,350	2,350	2,55	
	American Planning Association/AICP		1,450		1,45	
	California Building Officials-City		265		26	
	Int'l Assn. of Electrical Inspectors-City		180		18	
lr	nt'l Assn. Of Plumbing & Mechanical Officials-City		150		15	
	International Code Council-Building Inspector		60		6	
	International Code Council-City		245		44	

Planning & Building (Continued)

Planning & Build			2008-09	2008-09	
		2007-08	Amended	Estimated	2009-10
		Actual	Budget	& Carryovers	Approved
101-14-4398-0000	Mileage	340	700	410	215
104 44 4000 0000	N	0.470	710	500	0.10
101-14-4399-0000	Non-capitalized Equipment	6,473	710	500	210
207-14-4399-3300	Non-capitalized Equipment	595	-	-	_
	Flat Screen Monitor		250		
	Office Chair		250		-
	Mobile Roll File		210		210
	Storage Bin		-		-
101-14-4412-0000	Postage	1,357	1,200	1,350	1,500
101-14-4420-0000	Printing	1,626	2,800	2,750	2,800
101-14-4420-0000	Fillung	1,020	2,000	2,730	2,000
101-14-4468-0000	Staff Development	4,082	5,400	3,800	4,850
	Assistant Planner-Continuing Education	·	550		-
	CTI Education Week		750		500
	Bldg. Inspector-2007 Codes Update ICC		300		300
	Bldg. Inspector -2007 Codes Update IAPMO		500		500
	Permit Technician-Continuing Education		250		-
Planning &	Building Director Required Continuing Education		550		550
<u> </u>	Tuition Reimbursement		2,500		_
	Building Inspector-CASP Training (AB1608)		-		3,000
101-14-4480-0000	Travel & Meetings	5,110	4,411	1,500	1,800
	merican Planning Association - State Conference	3,110	705	1,500	1,700
	erican Planning Association-National Conference		2,005		1,700
AIII	Community Meetings		100		100
	League of CA Cities Annual Conference		840		-
	League of CA Cities Planner's Institute		761		
	League of GA Cities Flammer's institute		701		
101-14-4508-0000	Vehicle Repair & Maintenance	-	-	400	300
212-14-4508-0000	Vehicle Repair & Maintenance	959	800	-	-
212-14-4508-0150	Vehicle Repair & Maintenance	30	-	-	-
	Total Services & Supplies	249,076	186,017	259,160	206,725
	Total Expenditures	735,391	692,293	778,788	739,490
	Revenues Over/(Under) Expenditures	(35,236)	9,107	(43,083)	(41,470

General Operations

General Operations includes expenses that are non-departmental in nature, i.e., those functions and activities that have not be allocated to any particular department such as retiree medical benefits, liability insurance activities, workers' compensation activities, and compliance with state waste management requirements.

			2008-09 2008-09				
		2007-08	Amended	Estimated	2009-10		
		Actual	Budget	& Carryovers	Approved		
		710100			7.66.0.00		
Budget Summary							
,							
Expenditures by Type:							
. , , , ,	Personnel	147,357	150,000	153,500	155,000		
	Services & Supplies	1,158,828	1,106,534	1,073,516	1,113,294		
	Capital Outlay	-	75,000	75,000	-		
		1,306,185	1,331,534	1,302,016	1,268,294		
Expenditures by Fund:							
101	General Fund	447,000	325,483	309,133	303,488		
207	Prop. A Transit Fund	111,850	116,300	116,300	116,300		
591	Capital Equipment Fund	-	75,000	75,000	-		
595	Workers' Compensation Fund	355,920	357,000	351,676	358,200		
596	General Liability Fund	391,415	457,751	449,907	490,306		
		1,306,185	1,331,534	1,302,016	1,268,294		
Budget Detail							
Expenditures:							
595-20-4006-0000	Medicare-SMART	36	-	-	-		
101-20-4016-0000	Retiree Benefits	147,321	150,000	153,500	155,000		
	Total Personnel	147,357	150,000	153,500	155,000		
101-20-4150-0000	Other Contract Services	166,971	39,185	39,185	32,685		
	710 Freeway Coalition		2,500		2,500		
	AB939 compliance		6,000		6,000		
City GIS - Pi	roperty ownership and geographic info services		5,885		5,885		
	City Newsletter/City Brochures		16,000		9,200		
	City Hall Janitorial Services		6,600		6,600		
	Termite and insect control		1,000		1,000		
	Website Maintenance		1,200		1,500		
101-20-4206-0000	Building Repair & Maintenance	94	1,000	1,000	1,000		
101-20-4215-0000	Community Group Support	7,500	5,000	5,000	5,000		
404 00 4000 0000	Dand Januara Cont	40.001					
401-20-4230-0000	Bond Issuance Cost	18,064	-	-	-		
404 00 4040 0000	Favignes and Demain C. Maintenana	0.070	F 000	E 000	4.000		
101-20-4316-0000	Equipment Repair & Maintenance	3,378	5,000	5,000	4,000		
	Phones		5,000		4,000		
404 00 4000 0000	Face/Darmite/Tayes	400	400	400	400		
101-20-4332-0000	Fees/Permits/Taxes	198	198	198	198		

General Operations (Continued)

			2008-09	2008-09	
		2007-08	Amended	Estimated	2009-10
		Actual	Budget	& Carryovers	Approved
101-20-4376-0000	Materials & Supplies	14,971	19,050	19,050	17,550
	Holiday Tree Lighting Ceremony		1,150		-
	City logo shirts		500		500
	City meeting supplies		1,000		1,000
	Copy Paper		5,000		5,000
	Employee recognition ceremony		7,000		7,000
	Employee service pins		850		850
	Fire extinguisher replacement and servicing		1,500		2,500
	Flag replacement		700		700
	New Neighbor Welcome Event		1,350		-
101-20-4399-0000	Non-capitalized Equipment	_	_	-	3,000
101-20-4399-0000	Telephone System Redundancy	-	-	-	3,000
	relephone System Redundancy				3,000
101-20-4412-0000	Postage	20,340	23,000	15,000	19,055
101 20 4412 0000	Newsletter	20,040	9,000	10,000	5,055
	General		14,000		14,000
	Solicial		11,000		11,000
101-20-4420-0000	Printing	12,956	14,050	14,500	8,000
	Newsletter	,	14,050	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	8,000
			,		2,222
101-20-4468-0000	Staff Development	587	3,000	-	-
	City Wide Employee Training/Fitness Workshops		3,000		-
101 00 1500 1000	Liege El (1.3	11 100	45.000	10.000	44.000
101-20-4500-1980	Utilities-Electricity	41,430	45,000	43,000	44,300
101-20-4500-9025	Litilities Telephone	11 100	10.000	12.000	12.000
101-20-4500-9025	Utilities-Telephone	11,482	19,000	12,000	12,000
101-20-4500-9460	Utilities-Water	1,709	2,000	1,700	1,700
		1,122	_,,	1,100	1,1 2 2
207-20-4208-0750	Bus Transportation-Chamber	2,300	2,300	2,300	2,300
	·	,		,	•
207-20-4208-1330	Bus Transportation-Dial a Ride	3,389	4,000	4,000	4,000
207-20-4208-8140	Bus Transportation-SMUSD Youth	106,161	110,000	110,000	110,000
EOE 20 404E 0000	Warkard Campanatian Danefita	240.005	220,000	220,000	220,000
595-20-4015-0000	Workers' Compensation Benefits	240,865	230,000	230,000	230,000
595-20-4150-0000	Other Contract Services	21,840	22,000	22,000	23,200
393-20-4130-0000	Other Contract Services	21,040	22,000	22,000	23,200
595-20-4356-0000	Insurance Premiums	93,179	105,000	99,676	105,000
000 20 1000 0000	inicarance i remaine	33,173	100,000	33,573	100,000
596-20-4015-0000	Liability Insurance Claims	51,487	-	-	
	,	,			
596-20-4356-3412	Ins. Premiums JPIA	339,928	457,751	449,907	490,306
	Total Comings & Complian	4.450.000	4 400 504	4 070 540	4 440 004
	Total Services & Supplies	1,158,828	1,106,534	1,073,516	1,113,294
591-20-4613-0000	Capitalized Equipment	_	75,000	75,000	
JJ 1-20- 1 0 1J-0000	Replace Network Server	-	75,000	1 3,000	_
	Replace Network Server		75,000		-
	Total Capitalized Expenditures	-	75,000	75,000	_
	Total Supranzed Experientiles	-	7 0,000	7 3,000	
	Total Expenditures	1,306,185	1,331,534	1,302,016	1,268,294

General Operations (Continued)

General Operations (C Cost Allocations	•					
		5-year Losses	Weighted	Weighted		
		FY 04-05	Losses	Exposure		partment
	Estimated Payroll/100	to FY 08-09	(W x i/L)	((1-W) x e/E)	Со	ntribution
General Liability FY 08-09 B	udget					
\$ 490,306						
Administration	6,254	E0 071	4.2%	3.1%	\$	35,520
Administration Fire		50,971	0.0%	12.0%		
	24,467 7,105	-	0.0%	3.5%		59,063 17,152
Library Parks and Public Works	11,580		37.5%	5.7%		
Planning & Building	4,025	458,962	0.0%	2.0%		211,852 9,717
Police	29,925	145,326	11.9%	14.7%		130,467
Recreation		145,320	0.0%	5.4%		
Total	10,992 94,349	655,259	53.5%	46.5%		26,534 490,306
Total	94,349	000,209	55.5%	40.3%	Þ	490,306
Workers' Compensation FY	08-00 Budget					
\$ 358,200	00-09 Buuget					
330,200						
Administration	6,254	_	0.0%	3.1%	\$	11,029
Fire	24,467	476,242	26.4%	12.0%		137,559
Library	7,105	446	0.0%	3.5%		12,619
Parks and Public Works	11,580	84,045	4.7%	5.7%		37,083
Planning & Building	4,025	93,219	5.2%	2.0%		25,578
Police	29,925	202,676	11.2%	14.7%		92,952
Recreation	10,992	110,950	6.1%	5.4%		41,379
Total	94,349	967,578	53.5%	46.5%		358,200
	,	,				,
Cost Allocation Formula						
$C = T \times [(W \times I/L) + ((1-W) \times I/L)]$	e/E)]					
Weight Calculation						
	m Payroll - Minimum Payroll)/(Tot	al Payroll - Minim	um Payroll)			
C = Contribution of departmer	nt					
T = Total cost of reisk allocate						
W = Weight placed on depart						
I = Losses of the department	F					
L = Total losses of all departm	nents					
e = Exposure of the departme						
E = Total exposure of all depart						

Police

The San Marino Police Department consists of 28 full time sworn positions, 7 full time civilians (the Code Compliance Officer position was moved from City Hall to the Police Department), 2 Reserve Police Officer positions, 1 part-time Records Clerk, 2 part-time Community Service Officers, 2 part-time Cadets and one part-time Dispatcher position. The sworn personnel consists of 1 Chief, 1 Captain (66%), 2 Lieutenants, 4 Patrol Sergeants, 1 Detective Sergeant, 2 Detectives, 2 Motor Officers and 15 Patrol Officers. The civilian employees consist of 1 Records Supervisor, 4 Dispatchers, 1 Code Compliance Officer and 1 Executive Secretary.

Collectively, these personnel, working in partnership with the Community and other City Staff provide a full range of municipal law enforcement services 24 hours a day, 7 days a week. These services include responding to routine and emergency calls for service, traffic enforcement, follow up investigations, parking enforcement, Neighborhood Watch and House Watch.

Accomplishments for Fiscal Year 2008 – 2009

- Handled approximately 12,804 calls for service
- Investigated 245 Part 1 crimes
- Arrested 538 individuals
- Issued 3,987 traffic citations and 3,395 parking citations
- Completed communication center remodel
- Began Neighborhood Watch revitalization
- Updated Police Department web-page
- Joined the Foothill Special Enforcement (Regional SWAT) Team
- Improved traffic enforcement efforts with regular pedestrian safety operations checkpoints
- Completed Departmental records purge

Goals for Fiscal year 2009-20010

- Obtain full staffing for all budgeted sworn and civilian positions
- Amend alarm ordinance to further reduce the number of false alarms
- Implement Livescan applicant fingerprinting process
- Improve overnight parking permit system
- Expand Department's Community Policing efforts including specialized training and additional bicycle patrols
- Develop a more affordable option to the Pasadena Humane Society

			2008-09	2008-09	
		2007-08	Amended	Estimated	2009-10
		Actual	Budget	& Carryovers	Approved
Decidence Commence					
Budget Summary					
Expenditures by Type	e:				
	Personnel	3,775,261	4,193,046	4,231,821	4,348,151
	Services & Supplies	623,428	652,946	659,590	612,456
	Capital Outlay	37,264	91,764	88,000	86,500
		4,435,952	4,937,756	4,979,411	5,047,107
Expenditures by Fundament		<u> </u>			
103	Public Safety Fund	4,293,777	4,724,599	4,765,512	4,854,737
104	Fourth of July Fund	4,727	4,058	6,045	4,870
212	Air Quality Fund	-	67,000	64,079	-
233	State COPS Fund	99,581	103,000	109,775	106,000
281	Restricted Donation Fund	603	1,000	1,000	-
394	Capital Projects Fund	-	-	-	30,000
591	Capitalized Equipment Fund	37,264	38,099	33,000	51,500
		4,435,952	4,937,756	4,979,411	5,047,107
	Original Budget		4,914,857		
	Amendments		22,899		
	Amended Budget		4,937,756		
Staffing History:					
,	Chief of Police	1.00	1.00	1.00	1.00
	Captain	1.00	1.00	1.00	0.66
	Lieutenant	2.00	2.00	2.00	2.00
	Sergeant	5.00	5.00	5.00	5.00
	Police Officer	20.13	19.00	19.00	19.00
	Dispatcher/Clerk	4.00	4.48	4.48	4.48
	Police Records Supervising Clerk	1.00	1.00	1.00	1.00
	Executive Secretary	1.00	1.00	1.00	1.00
	Code Compliance Coordinator	-	-	-	1.00
	Police Cadets	0.90	0.96	0.96	1.44
	Records Clerk	0.74	0.48	0.48	0.48
	Community Services Officers	0.97	0.96	0.96	0.96
	Total FTEs	37.74	36.88	36.88	38.02

			2008-09	3-09 2008-09	
		2007-08	Amended	Estimated	2009-10
		Actual	Budget	& Carryovers	Approved
Budget Detail			-	-	
Expenditures:					
103-30-4001-0000	Full Time Salaries	2,413,222	2,643,000	2,614,000	2,710,618
103-30-4002-0000	Part Time Wages	76,054	93,522	74,000	102,068
103-30-4004-0000	Overtime	368,694	-	1,480	102,000
103-30-4004-0001	Overtime - Patrol	-	148,750	220,000	153,000
103-30-4004-0002	Overtime - Support	_	21,250	26,500	22,000
104-30-4004-0000	Overtime Support	3,825	4,000	4,671	4,800
103-30-4006-0000	Medicare	36,718	33,105	40,701	41,107
104-30-4006-0000	Medicare-4th of July	54	58	66	70
103-30-4008-6050	PARS Retirement	1,846	1,974	2,700	3,050
103-30-4008-6160	Retirement - PERS	632,906	740,923	757,000	780,026
104-30-4008-6160	Retirement - PERS - 4th of July	811	740,923	1,257	700,020
103-30-4010-0000	Cafeteria Benefit	202,607	283,260	265,000	298,104
104-30-4010-0000		37	203,200		290,104
	Cafeteria Benefit - 4th of July Cell Phone Allowance	416	-	51 600	1 200
103-30-4011-0000			- 40.500		1,800
103-30-4013-0000	Uniform Allowance	33,771	19,500	19,500	18,900
103-30-4014-0000	Unemployment Payments	-	-	-	-
103-30-4015-0000	Workers' Compensation Benefits	4,301	-	591	-
103-30-4999-0000	Debt Service	-	203,704	203,704	212,608
	Total Personnel	3,775,261	4,193,046	4,231,821	4,348,151
103-30-4401-0000	Outside Services	34,157	30,000	31,000	19,000
	Huntington Library				4,000
	School District				3,000
	Other				12,000
103-30-4150-0000	Other Contract Services	207,706	277,631	260,000	277,130
100 00 1100 0000	All Cities Management	201,100	97,560	200,000	102,435
	Animal control		56,430		48,000
	Arcadia-City Range Fees		7,500		5,000
	Blood Withdrawal at Hospital		1,800		2,400
	California I.D. State Fingerprint Network		1,000		1,000
	Parking Citation Processing		8,500		5,000
	Computer Network/Technical Maintenance		44,586		44,000
	Emergency Exams, Treatment of Suspects & Victims		2,500		2,500
	CSI/DNA Services		3,000		6,000
	Jail Facilities Booking Fees		10,000		19,550
	Janitorial Services		8,500		8,800
	L.A. County Justice Data Interface Controller		7,500		7,750
	Lexipol				7,750
	·		4,100 9,505		0.505
	Pasadena Police Department Helicopter	+	9,505		9,505
	PD Comm. Center		700		-
	Photograph Processing		250		250
	Reserve Stipends		12,000		12,000
	SDS Security		1,200		1,200
	Web Page Remodel		1,000		-
	Verizon Aircard				600
ĺ	Proximity Card Security Maintenance				1,140

Police (Continu			2008-09	2008-09	
		2007-08			2009-10
		Actual		& Carryovers	Approved
	Verizon Aircard		Ü	,	600
	Proximity Card Security Maintenance				1,140
233-30-4150-9470	Other Contract Services-West Covina	71,510	85,000	85,000	85,000
103-30-4204-0000	Books & Periodicals	1,870	1,500	1,500	850
	California Peace Officers Association Training Manual		200		200
	California Vehicle Code Books		200		350
	Computer and Software related texts		400		
	Mgmt./Leadership Materials		100		-
	Misc. Publications and Texts		600		300
103-30-4206-0000	Building Repair & Maintenance	1,259	3,000	6,200	3,000
103-30-4316-0000	Equipment Repair & Maintenance	4,344	8,725	7,800	7,425
03-30-4316-0000	Copier	.,	2,000	,,,,,,	2,000
	Heating & Air conditioning		800		-
	Magnasync		2,175		2,175
	Misc. Maintenance on TV, VCR and refrigerator		1,000		500
	Phones		2,000		_
	Unitrols		750		750
	In Car Video		-		2,000
103-30-4316-6985	Dadia Danair 9 Maintanana	2 744	2 000	2 900	4 000
103-30-4310-0903	Radio Repair & Maintenance	3,744	3,000	3,800	4,000
103-30-4376-0000	Materials & Supplies	16,383	20,000	25,000	28,000
	Duty Ammo				13,500
	Other				14,500
233-30-4376-0000	Materials & Supplies	_	_	-	11,000
200 00 4070 0000	FSET Ammo				11,000
281-30-4376-0000	Materials & Supplies	603	1,000	1,000	-
103-30-4396-0000	Memberships & Dues	3,450	4,805	3,500	4,426
	Cal. Peace Officers Association		500		500
	SGV Police Chiefs' Assoc.		-		180
	Chief Association - LA County		530		350
	Chief's Association-California		275		280
CLEARS (C	California Law Enforcement Area Records Supervisors)		300		300
	Clets Users Group		200		50
	Community Meetings		3,000		300
	CA Robbery Invest. Assoc.				120
	Rotary National Tactical Officers Assoc.				1,696 160
	CA Hastage Neg. Assoc.				120
	CA Banga Masters Assoc.				140
	CA Range Masters Assoc				150
	CA Code Enf. Officers Assoc.				80
103-30-4398-0000	Mileage	300	200	100	100

		200	2008-	2008-09	2008-09	
		2007-08	Amended	Estimated	2009-10	
		Actual	Budget	& Carryovers	Approved	
233-30-4150-9470	Other Contract Services-West Covina	71,510	85,000	85,000	85,000	
103-30-4204-0000	Books & Periodicals	1,870	1,500	1,500	850	
	California Peace Officers Association Training Manual		200		200	
	California Vehicle Code Books		200		350	
	Computer and Software related texts		400		-	
	Mgmt./Leadership Materials		100		-	
	Misc. Publications and Texts		600		300	
103-30-4206-0000	Building Repair & Maintenance	1,259	3,000	6,200	3,000	
103-30-4200-0000	Building Repair & Maintenance	1,239	3,000	0,200	3,000	
103-30-4316-0000	Equipment Repair & Maintenance	4,344	8,725	7,800	7,425	
	Copier		2,000		2,000	
	Heating & Air conditioning		800		-	
	Magnasync		2,175		2,175	
	Misc. Maintenance on TV, VCR and refrigerator		1,000		500	
	Phones		2,000		-	
	Unitrols		750		750	
	In Car Video		-		2,000	
103-30-4316-6985	Radio Repair & Maintenance	3,744	3,000	3,800	4,000	
103-30-4376-0000	Materials & Supplies	16,383	20,000	25,000	28,000	
100 00 4070 0000	Duty Ammo	10,000	20,000	20,000	13,500	
	Other				14,500	
	3.10				,000	
233-30-4376-0000	Materials & Supplies	-	-	-	11,000	
	FSET Ammo				11,000	
281-30-4376-0000	Materials & Supplies	603	1,000	1,000	-	
103-30-4396-0000	Memberships & Dues	3,450	4,805	3,500	4,426	
	Cal. Peace Officers Association	,	500	,,,,,,,	500	
	SGV Police Chiefs' Assoc.		-		180	
	Chief Association - LA County		530		350	
	Chief's Association-California		275		280	
CLEARS (C	California Law Enforcement Area Records Supervisors)		300		300	
·	Clets Users Group		200		50	
	Community Meetings		3,000		300	
	CA Robbery Invest. Assoc.				120	
	Rotary				1,696	
	National Tactical Officers Assoc.				160	
	CA Tac Officers Assoc.				120	
	CA Hostage Neg. Assoc.				140	
	CA Range Masters Assoc				150	
	CA Code Enf. Officers Assoc.				80	

Police (Continue			2008-09	2008-09	
		2007-08	Amended Estimated Budget & Carryovers		2009-10
		Actual			
103-30-4399-0000	Non-capitalized Equipment	7,395	7,250	7,116	13,350
103-30-4399-0000	Chairs (2 @ \$500)	7,393		7,110	
	Computer Hardware		1,000 750		1,000 750
	· · ·				
	28 Glocks with leather		3,500		-
	On Line Reporting System		2,000		- 4 500
	Gunsafe		-		1,500
	One Desk Top Computer		-		1,100
	One Lap Top Computer		-		1,500
	Two Handheld Citation Writers		-		7,500
242 20 4200 0000	Non conitalized Fauriement		40.005	0.070	
212-30-4399-0000	Non-capitalized Equipment	-	13,335	9,079	-
	Bicycle Program		13,335		
222 20 4200 0000	Non conitalized Fauriement	20.074	40.000	04.775	
233-30-4399-0000	Non-capitalized Equipment	28,071	18,000	24,775	-
	Ammunition		7,500		-
	3 Sets of FSET Equipment		10,500		-
400 00 4445 0000	DOOT Tasining	20,000	20.000	00.000	00.000
103-30-4415-0000	POST Training	39,003	30,000	26,000	20,000
100.00.1100.0000	Distin	0.000	0.000	0.500	0.000
103-30-4420-0000	Printing	6,260	2,000	2,500	2,000
100 00 1100 0000	Descritores	54.050	25.000	20,000	20.000
103-30-4436-0000	Recruitment	51,953	35,000	20,000	20,000
100.00.1100.0000	Ole # December 2	44.044	40.000	10.000	0.500
103-30-4468-0000	Staff Development	11,311	12,000	18,000	8,500
100 00 1100 0000	T 10.14 #	0.000	1.050	2 222	0.075
103-30-4480-0000	Travel & Meetings	2,223	4,650	3,000	3,075
	CA Police Chief's Conference		1,500		425
	Command Officers Association		250		250
	Judicial Council Breakfast		500		500
	League of CA Cities		1,000		-
Lie	bert, Cassidy, Whitmore Employment Law Conference		400		400
	Local Meetings		1,000		500
	Police Open House		-		1,000
103-30-4492-0000	Uniforms	20,702	-	70	
103-30-4492-0003	Uniforms-PERSable	-	10,000	6,200	5,000
103-30-4492-0004	Uniforms-Non-PERSable	-	5,000	8,000	8,000
103-30-4500-4950	Utilities-Natural Gas	685	600	550	400
103-30-4500-9025	Utilities-Telephone	28,748	27,000	24,400	22,200
103-30-4508-0000	Vehicle Repair & Maintenance	81,750	53,250	85,000	65,000
	Fluids		2,150		2,150
	Fuel		30,000		38,000
	Lubricants		1,500		1,500
	Maintenance		6,300		6,300
	Motorcycle Maintenance		3,000		6,750
	Parts		10,000		10,000
	Police Vehicle Decals		300		300
233-30-4508-0000	Vehicle Repair & Maintenance	-	-	-	5,000
	Refurbish FSET Vehicle				5,000
	Total Services & Supplies	623,428	652,946	659,590	612,456

-		2007-08	2008-09 Amended	2008-09 Estimated	2009-10
		Actual	Budget	& Carryovers	Approved
591-30-4613-0000	Capitalized Equipment	4,201	38,099	33,000	21,500
	Station Security		6,099		-
	Replacement Server		25,000		-
	Surveilance/Tracking Technology		7,000		-
	Canon 5050N Copier		-		11,800
	Live Scan Terminal		-		9,720
000 00 4040 0000	0				F 000
233-30-4613-0000	Capitalized Equipment	-	-	-	5,000
	Night Vision Goggles				5,000
212-30-4613-9300	Cap Equip-Vehicles	-	53,665	55,000	-
591-30-4613-9300	Cap Equip-Vehicles	33,063	-	-	30,000
	Vehicle & Equipment				30,000
394-30-4600-3414	Construction-Jail Remodel	-	-	-	30,000
	Total Capital Expenditures	37,264	91,764	88,000	86,500
	Total Expenditures	4,435,952	4,937,756	4,979,411	5,047,107

Fire

The Fire Department is best known for its traditional roles in fire suppression and emergency medical services. Equally important, however, are its responsibilities in the areas of fire prevention, life safety inspections, community education and emergency preparedness. Fire Department personnel also provide light and medium maintenance for their vehicles, equipment, buildings and computers.

The delivery of paramedic services is an integral part of the Fire Department mission. While all San Marino firefighters are certified Emergency Medical Technicians, most are also licensed Paramedics, which requires significant additional skill and education. The paramedics provide ambulance service and Advanced Life Support using Standing Field Treatment Protocols (SFTP's). Only 8 of the 88 cities in Los Angeles County employ paramedics with the extensive training and experience required to use SFTP's.

In keeping with the Fire Department's values of "Safety, Quality and Integrity," all personnel are committed to an aggressive in-service training program. Every day they train for at least two hours (5,840 man-hours annually) on topics and tasks essential to the safe and effective delivery of emergency services in our community. Some of the topics include special firefighting situations, fire investigations, fire code enforcement, basic and advanced life support, hazardous materials incidents, urban search and rescue, pre-fire planning and scene management.

As an integral part of its training program, the Fire Department conducts multi-agency exercises related to high-risk or high-value areas of the City, such as the Enhanced Fire Protection Zone and the Huntington Library, Art Collections and Botanical Gardens. These exercises enhance their ability to respond swiftly to infrequent but critical incidents by emphasizing pre-fire planning, terrain, routes, water systems, evacuation procedures and medical care.

Another effective measure for reducing the risk of loss of life and property to fires is an aggressive fire code enforcement program. Firefighters inspect every commercial occupancy and school at least once each year. In addition, they review all commercial and large residential building plans for adequacy of fire detection and suppression systems. Special attention is focused on the homes located in the Enhanced Fire Protection Zone northwest of Lacy Park. Firefighters inspect each property twice per year to counsel homeowners on proper vegetation control and fire safety practices. Firefighters also provide home safety surveys to help residents identify fire and life safety hazards in their homes.

Public education efforts in the schools, neighborhoods, community groups and service clubs stress fire safety, first aid, cardiopulmonary resuscitation and emergency preparedness. Firefighters conduct Stop-Drop-Roll programs for first and second grade students. The Fire Department has developed an extensive emergency preparedness campaign for Neighborhood Watch groups. The N.E.A.T. (Neighborhood Emergency Action Team) program teaches neighbors to be prepared, organized and self-reliant when a major emergency strikes. A similar program (B.E.A.T.) teaches skills relevant to the local business community.

The Fire Department exists to prepare the community to prevent or manage the most likely emergencies, to mitigate those that cannot be prevented, and to protect those they serve from the adverse effects of all hazards.

Program Accomplishments: 2007-08:

Community Service

- Supported special events sponsored by schools and community organizations
- Provided medical standby coverage at school athletic events

Emergency Preparedness

- Provided NEAT training to Neighborhood Watch groups and school teachers.
- Continued partnership with Chamber of Commerce to provide BEAT training to business owners
- Conducted emergency preparedness training and exercises

Fire Prevention

- Devoted more than 1000 man-hours to inspecting and patrolling the "Enhanced Fire Protection Zone" to reduce the risk of a catastrophic firestorm
- Inspected commercial buildings to identify and reduce fire hazards
- Conducted residential fire and life safety surveys to identify hazards in the home

Emergency Response (Calendar Year 2008)

- Responded to a total of 1567 calls for service in San Marino and neighboring cities
- Achieved average response time (dispatch to arrival) of 3 minutes 59 seconds
- Arrived at 78.2% of all calls in less than 5 minutes
- Responded to 849 calls in San Marino (600 medical, 174 fire, and 75 other assistance calls)
- Responded to 588 fire and medical calls to assist neighboring fire departments
- Neighboring fire departments responded 190 times to assist San Marino firefighters

Fiscal improvements

- Maximized ambulance revenues via effective third-party billing and increased response area
- Obtained federal grant funding for specialized training and equipment.

Program Goals 2008-2009:

Emergency Preparedness

- Conduct emergency preparedness drills for City staff, amateur radio operators and neighborhood groups.
- Promote community awareness and preparedness for disasters.
- Provide NEAT training for additional Neighborhood Watch groups.
- Provide BEAT training for additional business groups.

Fire Prevention

- Reinspect each property in the Enhanced Fire Protection Zone.
- Practice firefighting tactics specific to the Enhanced Fire Protection Zone.
- Reinspect each business occupancy.
- Provide more home fire and life safety surveys

Training and Safety

- Conduct recurrent training mandated by state and federal agencies.
- Develop safety policies and provide training for new state and federal mandates.

Fire (Continued)			2008-09	2008-09 2008-09	
		2007-08	Amended	ended Estimated	2009-10 Approved
		Actual	Budget		
		7 totaai	Daagot	a carryovoro	74010104
Budget Summary					
Expenditures by Typ	na.				
Experientales by Typ	Personnel	2,750,807	3,525,553	3,601,914	3,654,153
	Services & Supplies	187,149	291,298	268,611	217,312
	Capital Outlay	19,861	853,218	767,218	91,000
	Capital Outlay	2,957,817	4,670,069	4,637,743	3,962,465
Expenditures by Fur	nd.				
103	Public Safety Fund	2,937,526	3,789,330	3,843,261	3,864,943
104	Fourth of July Fund	431	1,539	1,282	1,522
212	Air Quality Fund	-	20,482	20,482	1,522
240	State Homeland Security Grant		20,402	20,402	86,000
281	Restricted Donation Fund	_	5,500	5,500	5,000
394	Capital Projects Fund	8,280	6,875	6,875	3,000
591	Capital Equipment Fund	11,581	846,343	760,343	5,000
391	Capital Equipment Fund	2,957,817	4,670,069	4,637,743	3,962,465
		_,	,	1,001,110	-,,
	Original Budget		3,873,868		
	Amendments		796,201		
	Amended Budget		4,670,069		
Staffing History:					
	Fire Chief	1.00	1.00	1.00	1.00
	Fire Marshal	0.47	0.47	0.47	0.47
	Fire Division Chief	0.26	2.00	2.00	2.00
	Captain	3.00	3.00	3.00	3.00
	Engineer	4.00	4.00	4.00	4.00
	Firefighter/Paramedic	10.71	11.00	10.00	11.00
	Executive Secretary	1.00	1.00	1.00	1.00
	Total FTEs	20.44	22.47	21.47	22.47
Budget Detail					
Expenditures:					
103-34-4001-0000	Full Time Salaries	1,845,293	2,025,943	1,932,000	2,113,302
103-34-4002-0000	Part Time Salaries	72,361	67,623	86,928	63,562
103-34-4004-0000	Overtime	331,055	244,000	373,000	203,366
103-34-4004-0003	Strike Team Overtime	-	65,000	65,000	65,000
104-34-4004-0000	Overtime-4th of July	428	1,500	1,265	1,500
103-34-4006-0000	Medicare	24,044	29,310	28,000	30,474
104-34-4006-0000	Medicare-4th of July	3	18	17	22
103-34-4008-6160	Retirement - PERS	437,635	619,769	620,000	598,129
103-34-4010-0000	Cafeteria Benefit	36,359	103,128	103,163	194,028
104-34-4010-0000	Cafeteria Benefit-4th of July	-	21	-	-
103-34-4011-0000	Cell Phone Allowance	2,029	5,700	3,000	5,400
103-34-4013-0000	Uniform Allowance	1,600	1,400	1,400	1,400
103-34-4014-0000	Unemployment Payments	-	-	- 1,100	
103-34-4015-0000	Workers' Compensation Benefits	-	_	26,000	_
103-34-4999-0000	Debt Service	_	362,141	362,141	377,970
	Total Personnel	2,750,807	3,525,553	3,601,914	3,654,153

Fire (Continued	,		2008-09	2008-09	
		2007-08	Amended	ended Estimated	2009-10
		Actual	Budget		Approved
103-34-4150-0000	Other Contract Services	71,143	80,821	80,821	87,062
	Ambulance Billing	,	26,000	55,5-1	26,000
	OSHA & DMV Required Physical Examinations		4,500		5,000
	Policy Manual		2,000		1,000
	Computer Network/Technical Maintenance		3,328		6,000
	Verdugo Fire Communications Center		44,993		49,062
			,		-,
103-34-4204-0000	Books & Periodicals	407	800	400	400
103-34-4206-0000	Building Repair & Maintenance	16,325	15,000	15,000	15,000
	Ŭ I	,	,	,	,
103-34-4308-0000	Equipment Rental	-	500	500	500
103-34-4316-0000	Equipment Repair & Maintenance	5,008	10,000	8,000	8,000
	Defibrillators	,	2,500	,	2,500
	Ground Ladder Testing		1,500		1,500
	Miscellaneous Equipment		6,000		4,000
103-34-4376-0000	Materials & Supplies	22,393	26,250	26,250	23,750
	Absorbal		500		500
	Audio/Video/Photo Supplies		250		250
	Auxiliary Program Supplies		1,500		1,500
	Class A Foam		2,000		2,000
	Computer Supplies		2,500		
Eme	rgency Response Medical Supplies for Ambulance		12,000		12,000
	Office Supplies		3,000		3,000
	Oxygen		2,000		2,000
	Public Education Supplies		1,000		1,000
	Technical Support & Upgrade Records Software		1,000		1,000
	Vaccines		500		500
281-34-4376-0000	Materials & Supplies	-	5,500	5,500	5,000
	Housewares		5,000		5,000
	Miscellaneous Items		500		-
103-34-4396-0000	Memberships & Dues	735	1,325	1,325	800
	California Fire Chiefs' Association (CFCA)		175		250
	CFCA EMS So. Section		150		=
	CFCA Fire Mechanics' Association		100		=
	CFCA Fire Prevention Officers' Association		75		75
	Community Meetings		150		150
	Foothill Fire Chiefs' Association		75		-
	Foothill Fire Prevention Officers' Association		50		-
	Foothill Training Officers' Association		25		-
	International Fire Chief's Association		250		-
	LA Area Fire Chiefs' Association		75		325
	LA Area Fire Marshals' Association		50		-
	National Fire Protection Association		150		=

Fire (Continued	<i>)</i>		2008-09	2008-09	
		2007-08	Amended		2009-10
		Actual	Budget	& Carryovers	Approved
103-34-4398-0000	Mileage	12	400	400	400
	·····ougo				
103-34-4399-0000	Non-capitalized Equipment	5,213	24,520	24,520	6,000
	Computer Hardware	-, -	4,000	,	-
	Office chairs		1,000		-
	Flashlights		520		-
	Fire Shelters		2,000		-
	GPS (2 Units)		2,000		-
	Refrigerator		1,500		-
	Hemoglobin Monitors		7,500		-
	Diesel Exhaust Filters		-		-
	Fire Hose		6,000		6,000
212-34-4399-0000	Non-capitalized Equipment		20,482	20,482	
	Diesel Exhaust Filters	-	20,482	20,402	-
	Diesei Extraust Filters		20,482		
103-34-4401-0000	Outside Services	1,392	2,000	2,000	1,200
			·		
103-34-4420-0000	Printing	-	500	863	500
103-34-4436-0000	Recruitment	5,215	10,000	10,000	5,000
103-34-4452-0000	Small Tools	718	500	500	500
103-34-4468-0000	Staff Development	1,577	9,000	9,000	5,200
100 01 1100 0000	CFSTES - Leadership Training	1,011	1,000	3,333	1,000
	Continuing Education		3,000		2,000
	Paramedic License Fees		2,000		2,200
	Tuition Reimbursement		3,000		-,
			5,555		
103-34-4480-0000	Travel & Meetings	2,244	4,500	4,500	800
	California Chiefs' Conference	,	1,000	,	-
	Cal Chief's EMS Conference		400		-
	LA County Chiefs' Conference		800		800
League	of California Cities, Fire Chief Department Meeting		1,000		-
Monthly Meetin	gs, California and Foothill Fire Chiefs' Associations		500		-
So. Cal. Emerge	ncy Public Information Officers' Assoc. Conference		800		-
400 04 4400 0000		10.000			
103-34-4492-0000	Uniforms	10,399	-	7 000	-
103-34-4492-0003	Uniforms-PERSable	-	7,200	7,200	7,200
103-34-4492-0004	Uniforms-Non-PERSable	-	17,000	17,000	14,000
103-34-4500-4950	Utilities-Natural Gas	3,456	4,500	2,500	4,000
100 04 4000 4000	Otimico Natarai Gas	0,400	4,000	2,000	4,000
103-34-4500-9025	Utilities-Telephone	2,044	2,500	1,850	2,000
103-34-4508-0000	Vehicle Repair & Maintenance	38,868	48,000	30,000	30,000
	Total Services & Supplies	187,149	291,298	268,611	217,312
	i otal sel vices & supplies	101,148	231,230	200,011	211,312

	,		2008-09	2008-09	
		0007.00			0000 40
		2007-08	Amended	Estimated	2009-10
		Actual	Budget	& Carryovers	Approved
394-34-4600-0250	Apparatus Bay Repair	8,280	6,875	6,875	-
240-34-4613-0000	Capitalized Equipment	-	-	-	86,000
	Self Contained Breathing Apparatus				86,000
591-34-4613-0000	Capitalized Equipment	3,770	151,500	65,500	5,000
	Radios		20,000		5,000
	Self Contained Breathing Apparatus		117,500		-
	Thermal Imager		14,000		-
591-34-4613-9300	Cap Equip-Vehicles	7,810	694,843	694,843	-
	Fire Engine		525,041		-
	Rescue Ambulance		159,802		-
	Ambulance Equipment		10,000		-
	Total Capital Expenditures	19,861	853,218	767,218	91,000
	Total Expenditures	2,957,817	4,670,069	4,637,743	3,962,465

Emergency Services

The Office of Emergency Services develops and maintains an emergency management system and disaster plan to coordinate the resources necessary to cope with local emergencies affecting San Marino. City leaders consider emergency preparedness by City staff, residents and businesses to be a key component of the community's readiness for a major emergency. Consequently, Fire Department personnel spend considerable time training City staff and the entire community to cope with large-scale incidents.

Training provided by the Fire Department includes the popular Neighborhood Emergency Action Team (NEAT) program and its business counterpart BEAT. The focus of these programs is self-sufficiency through preparedness. It may take five to seven days to receive outside assistance after a major disaster, so it is essential that every person in the community is self-sufficient during that period. NEAT/BEAT training teaches residents and businesspeople the skills necessary to provide for their own safety, rescue and medical care until emergency personnel arrive.

In addition to the popular NEAT/BEAT program, the Fire Department has initiated the next level of community-based disaster preparedness. It is the nationally recognized Community Emergency Response Team (CERT) program. CERT members receive special training in disaster first aid, urban search and rescue, and the incident command system. Regular disaster preparedness training and exercise opportunities are offered to CERT members who become an important part of the City's Emergency Operations Plan.

City employees are trained in the Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS) as required by state and federal law. Additional training includes first aid and cardiopulmonary resuscitation. Selected Public Works staff are also trained in light search and rescue techniques. Managers attend the State's earthquake response course, where they learn to appreciate the scope of their significant responsibilities in the recovery from such a disaster.

City Council members and key staff participate in at least one county-wide disaster exercise each year, in order to test the City's and County's ability to manage and respond to a large-scale event. The City's Emergency Operations Center (EOC) also participates in periodic communications exercises intended to test the capabilities of the County's emergency management information systems.

The City of San Marino uses its Community Alert Message System (CAMS) to notify residents and businesses about urgent information related to the safety of our community. By visiting the City web page at www.SanMarinoCA.gov and clicking on "Community Alert Message System-Sign Up Now," you can have vital information sent to your telephones and to your email account.

Comprehensive training, state-of-the-art equipment, frequent exercises and prompt notification are the backbone of this community's preparedness for any emergency. San Marino is among the best-prepared cities in America.

Emergency Services (Continued)

Emergency Servi			2008-09 2008-09		
		2007-08	Amended	Estimated	2009-10
		Actual	Budget	& Carryovers	Approved
		7101441	244901	a carryerere	7.66.0.00
Budget Summary					
Expenditures by Typ	ie.				
Exponentared by Typ	Personnel	_	_	_	_
	Services & Supplies	29,984	52,318	43,818	37,818
	Capital Outlay	17,024	-	-	-
	Suprial Sullay	47,008	52,318	43,818	37,818
	1	,	, , , , , , , , , , , , , , , , , , , ,	-,-	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,
Expenditures by Fun	nd:				
101	General Fund	29,984	52,318	43,818	37,818
591	Capital Equipment Fund	17,024	-	-	-
001	Capital Equipment 1 and	47,008	52,318	43,818	37,818
	1	,	, ,	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	, , , , , , , , , , , , , , , , , , , ,
	Original Budget		52,318		
	Amendments		-		
	Amended Budget		52,318		
	Ŭ .		,		
Budget Detail					
101-36-4150-0000	Other Contract Services	11,568	11,668	11,668	11,668
	Area "D" OES - Membership and training	,	1,000	,	1,000
	Emergency Notification Contract		10,668		10,668
	3		,		,
101-36-4220-0000	Contingency	-	6,000	-	-
			·		
101-36-4316-0000	Equipment Repair & Maintenance	7,525	10,500	10,000	10,000
	Emergency Generator		2,000		2,000
	Radio repair		7,000		6,500
	Fire Extinguisher Service		1,500		1,500
101-36-4376-0000	Materials & Supplies	2,949	4,000	3,500	7,000
Replace en	nergency supply cache (food, water, batteries)		2,500		3,000
	Misc. Supplies		1,000		2,500
	ID Cards		500		-
	Employee Disaster Kits				1,500
101-36-4396-0000	Memberships & Dues	125	150	150	150
	CALNET SOUTH Radio Repeater Network		150		150
101-36-4399-0000	Non-Capitalized Equipment	4,023	12,000	12,000	5,000
	Radios		12,000		5,000
101-36-4468-0000	Staff Development	-	1,000	1,000	-
	CSTI Course Fees		1,000		-
101-36-4480-0000	Travel & Meetings	-	2,500	2,000	-

Emergency Services (Continued)

			2008-09	2008-09	2009-10
		2007-08	2007-08 Amended Estimated	Estimated	
		Actual	Budget	& Carryovers	Approved
101-36-4500-9025	Utilities-Telephone	3,795	4,500	3,500	4,000
	Satellite Phone Service		350		400
	EOC Phone Service		2,600		2,600
	Cell Phone Service		1,200		500
	Repairs		350		500
	Total Services & Supplies	29,984	52,318	43,818	37,818
591-36-4613-0000	Capitalized Equipment	17,024	-	-	-
	Total Capital Expenditures	17,024	-	-	-
	Total Expenditures	47,008	52,318	43,818	37,818

Parks & Public Works

The Parks and Public Works Department is responsible for the maintenance, repair, design, and construction of the City's infrastructure with the exception of water. The Department has three divisions; Administration, a Parks Division and a Public Works Division. The Department's overall objective is to provide consistent, uninterrupted service and to respond to any malfunction or event immediately to restore service in the least amount of time possible.

The Administration Division provides administrative support for the Department and administers capital projects. The Division consists of an Administrative Analyst.

The Public Works Division consists of a Streets Section, Garage Section, Paint and Traffic Sign Section and Sewer Section. The Division staff includes a Public Works Manager, Street Foreman, Shop Foreman, a three-person cement crew, two-person paint crew, and a mechanic. The Division continues to develop systematic preventative maintenance programs for City streets, curb, gutter, sidewalk and driveways, sewer lines, street lights and traffic signals.

The Streets Section is responsible for the management of pavement, curbs, gutters, driveways, sidewalks, street lights, traffic signals, traffic signs and pavement marking. The section is responsible for ensuring that all City streets are well maintained and routinely repairs potholes and reconstructs curb, gutter, sidewalk and driveways. The section changes street light bulbs and ballasts, repairs street light circuits, repaints traffic markings, replaces damaged and worn traffic signs, responds to Inter Departmental service requests and inspects all private work performed within the public right-of-way. These activities facilitate the safe and efficient movement of traffic through the City. The City contracts for street sweeping, and traffic signal maintenance and repair. Overall, this Division is responsible for 65 miles of street, 14 blocks of alleys, 100 miles of sidewalk, 7 City parking lots, all traffic markings such as lane lines, red curbs and crosswalks, more than 3,000 traffic signs, 14 signalized intersections, over 1,949 City-owned street lights, and the City's equipment and fleet.

The Sewer Section administers the contract for sewer cleaning and response to blockages. The Garage Section maintains the City's fleet, other city equipment, and performs building maintenance. This Section is responsible for the general maintenance, mechanical repair, and sound operating condition of fifty (50) vehicles and four (4) motorcycles used by City departments. These vehicles range in complexity from heavy construction equipment to passenger cars and light trucks. Routine preventative maintenance is performed on a scheduled basis based on the mileage of the vehicle that is recorded as vehicles are fueled.

The Park Division has a Park Section and a Public Grounds Section. The Park Division staff includes a Park Manager, a Park Foreman and seven (7) Maintenance Workers. The Park Maintenance Division is responsible for maintaining 25 acres of median strip, trimming or replacing more than 7,300 street trees, and maintaining the beauty of the 35-acres of Lacy Park. This department is also responsible for all public landscape areas including the Rose Arbor, the Library grounds, and the landscaping at City Hall.

The Park Section maintains the beauty of Lacy Park, park and recreation buildings, administers park permits, collects entry fees and manages events in the Park.

The Public Grounds Section administers the tree preservation ordinance, and maintains the urban forest (trees on public property including street trees), medians and grounds around public buildings. This includes 25 acres of median strip, pruning or replacing street trees, and the landscaping at City Hall and the Library.

Public Works (Continued)

Program Accomplishments 2008-2009

CIP Projects Completed:

- Street Overlay and Median Irrigation Replacement Project (on Sierra Madre Blvd., from Robles to North City limit)
- ADA Sidewalk Improvement Project
- Fiscal Year 08-09 Sewer Rehabilitation Project
- City Owned Street Light Project (on Los Robles and Pilgrim Place)
- Rule 20A Utility Undergrounding (Edison)

Operational Accomplishments:

- Completed Pavement Management System Survey for City streets
- Completed traffic signal repairs at various locations on Huntington Drive
- Revised Citywide sewer maintenance and cleaning schedule in response to the changing population
- Completed City's Sewer System Management Plan
- Replaced street name signs in the S/W section of the City, and made the old signs available to residents for purchase
- Implemented leaf blower education and exchange program
- Implemented Oak tree preservation program
- Completed tree pruning along Huntington Drive and Sierra Madre Blvd. medians, as well as the N/E section of City (Area IV)
- Completed landscape improvements to Lacy Park entrance
- Completed hillside landscaping and retaining wall improvements at Lacy Park

Program Goals 2009-2010

CIP Projects:

- Garfield Avenue Improvement Project
- Street Overlay Project (Duarte Rd., Shenandoah Rd., Circle Dr., San Marino Ave., Monterey Rd., Lorain Rd. and Allen Ave.)
- Huntington Drive Safety & Pedestrian Improvements
- Fiscal Year 09-10 Slurry Seal Project
- Fiscal Year 09-10 Street Overlay and Median Irrigation Replacement Project (on Sierra Madre Blvd., from Robles south to San Marino Ave.)
- Fiscal Year 09-10 ADA Sidewalk Improvements
- Street Light Conversion Project
- Repair Alley on Mission Street (Euclid to Los Robles)
- Circle Drive Bridge Lights
- Sewer/Storm Drain Replacement Project

Operational Goals:

- Conduct Citywide Traffic Survey
- Continue to replace street name signs with larger signs to meet new requirements of Manual Uniform Traffic Control Devices
- Complete tree pruning south of Huntington Drive from Granada Avenue to San Gabriel Blvd. (Area I)
- Increase the level of tree maintenance services to better meet the overall needs of the trees
- Complete the development of an urban forestry manual
- Work on Phase III of Irrigation System Replacement in Lacy Park

Public Works Summary

			2008-09	2008-09	
		2007-08	Amended	Estimated	2009-10
		Actual	Budget	& Carryovers	Approved
Exper	nditures by Type:				
	Personnel Totals	1,483,783	1,594,600	1,611,161	1,528,152
	Services & Supplies Totals	1,211,062	1,656,980	1,611,670	1,587,321
	Operating Expenditures	2,694,845	3,251,580	3,222,831	3,115,473
	Capital Outlay Totals	1,198,040	2,609,073	2,495,154	2,327,114
	Total Expenditures	3,892,885	5,860,653	5,717,985	5,442,587
Fxper	nditures by Fund:				
101	General Fund	2,689,685	3,116,763	3,086,922	3,110,623
104	Fourth of July Fund	2,616	2,580	4,661	4,550
202	Gas Tax Fund	276,717	401,627	399,902	383,900
204	CDBG Fund	5,709	188,078	92,695	125,000
207	Prop. A Transit Fund	2,544	-	-	-
213	STPL Fund	175,668	_	-	_
214	TDA Transit Fund	-	27,566	27,566	30,669
215	Prop. C Transit Fund	82,564	1,216,597	1,200,319	280,540
229	Traffic Congestion Relief Act Fund	145,835	75,835	75,835	72,917
243	LA County Measure R Fund	-	-	-	67,088
244	Prop. 1B Street Funds	-	422,237	422,237	-
281	Restricted Donations Fund	-	-	1,876	300
394	Capital Projects Fund	511,547	389,865	386,468	1,245,000
591	Capitalized Equipment Fund	-	19,505	19,505	122,000
		3,892,885	5,860,653	5,717,985	5,442,587
Ctoffin	ng History:				
Starrii	Administrative Analyst	1.00	1.00	1.00	1.00
	Parks Division Manager	1.00	1.00	1.00	1.00
	Street Division Manager	1.00	1.00	1.00	1.00
	Street Foreman	1.00	1.00	1.00	1.00
	Park Foreman	1.00	1.00	1.00	1.00
	Shop Foreman	1.00	1.00	1.00	1.00
	Maintenance Worker III	3.62	3.00	3.00	3.00
	Maintenance Worker II	10.13	10.00	10.00	9.00
	Maintenance Assistant	1.12	1.08	0.86	0.83
	Weekend Maintenance Aide	0.03	-	-	
	Park Attendants	0.44	0.55	0.50	0.89
			20.63	20.36	19.72
	Total FTEs	21.34	20.03	20.30	19.72

Public Works Administration Division

			2008-09	2008-09	
		2007-08	Amended	Estimated	2009-10
		Actual	I Budget	& Carryovers	Approved
Dudget Cumment				-	
Budget Summary					
Expenditures by Type	9:				
	Personnel	83,203	89,256	96,331	92,842
	Services & Supplies	85,732	169,593	157,413	169,630
	Capital Outlay	-	-	-	-
		168,935	258,849	253,744	262,472
Expenditures by Fundament	d·				
101	General Fund	166,319	256,269	249,083	257,922
104	Fourth of July Fund	2,616	2,580	4,661	4,550
591	Capitalized Equipment Fund	-	-	-	-
001	Capitalized Equipment Fund	168,935	258,849	253,744	262,472
	Original Budget		258,849		
	Amendments		-		
	Amended Budget		258,849		
Staffing History:					
,	Administrative Analyst	1.00	1.00	1.00	1.00
	Total FTÉs	1.00	1.00	1.00	1.00
Budget Detail					
Daagot Dotail					
Expenditures:		-	-	1	
101-40-4001-0000	Full Time Salaries	61,083	63,135	66,042	64,395
104-40-4004-0000	Overtime-4th of July	2,060	2,500	4,528	4,500
101-40-4006-0000	Medicare	906	916	960	934
104-40-4006-0000	Medicare-4th of July	17	-	50	50
101-40-4008-6160	Retirement - PERS	8,903	14,609	15,300	14,948
104-40-4008-6160	Retirement - PERS-4th of July	471	80	-	-
101-40-4010-0000	Cafeteria Benefit	7,909	8,016	8,016	8,016
104-40-4010-0000	Cafeteria Benefit-4th of July	68	-	83	-
101-40-4014-0000	Unemployment Payments	1,786	-	1,352	-
	Total Personnel	83,203	89,256	96,331	92,842
101-40-4104-0000	Contract Engineering Services	62,983	109,320	109,320	121,840
	Traffic Surveys	-,	-	,	35,000
	Traffic Engineering		59,920		35,360
	Supplemental Engineering		8,840		9,360
	General Engineering		40,560		42,120

Public Works Administration Division (Continued)

			2008-09	2008-09	
		2007-08	Amended	Estimated	2009-10
		Actual	Budget	& Carryovers	Approved
101-40-4150-0000	Other Contract Services	2,954	13,903	13,903	10,490
	Christmas Light Installation		3,000	,	3,000
	Janitorial services		1,890		1,890
	Computer Network/Technical Maintenance		6,413		3,000
	Laundry (Towels & Mats)		2,600		2,600
101-40-4206-0000	Building Repair & Maintenance	-	5,000	7,000	5,000
101-40-4260-0000	Damage to City Property Repairs	-	20,000	6,000	20,000
101-40-4316-0000	Equipment Repair & Maintenance	876	1,200	1,500	400
101-40-4376-0000	Materials & Supplies	3,420	4,000	3,500	3,500
101-40-4396-0000	Memberships & Dues	105	520	520	-
	American Public Works Association		520		-
101-40-4399-0000	Non-capitalized Equipment	1,499	5,000	5,000	-
	Christmas Lights		5,000		-
101-40-4480-0000	Travel & Meetings	2,319	2,250	2,250	-
	JPIA Conference Miscellaneous		750 1,500		-
101-40-4492-0000	Uniforms	11,578	-	20	-
101-40-4492-0003 101-40-4492-0004	Uniforms-PERSable Uniforms-Non-PERSable	-	3,400 5,000	3,400 5,000	3,400 5,000
	Total Services & Supplies	85,732	169,593	157,413	169,630
591-40-4613-0000	Capitalized Equipment	-	-	-	-
	Total Capital Expenditures	-	-	-	-
	Total Expenditures	168,935	258,849	253,744	262,472

Garage Division

			2008-09	2008-09	
		2007-08	Amended	Estimated	2009-10
		Actual	Budget	& Carryovers	Approved
			J	•	••
Budget Summary					
Expenditures by Typ					
	Personnel	151,250	163,482	165,479	166,588
	Services & Supplies	33,367	28,680	30,924	46,390
	Capital Outlay	-	19,505	19,505	-
		184,617	211,667	215,908	212,978
Francistrus by Fra					
Expenditures by Fur		104 617	100 100	100 100	040.070
101 591	General Fund	184,617	192,162	196,403	212,978
291	Capitalized Equipment Fund	- 184,617	19,505 211,667	19,505 215,908	212,978
	 	104,017	211,007	215,906	212,970
	Original Budget		204,162		
	Amendments		7,505		
	Amended Budget		211,667		
	7 Theriaca Baaget		211,007		
Staffing History:					
Ctaning motory:	Shop Foreman	1.00	1.00	1.00	1.00
	Maintenance Worker III	1.00	1.00	1.00	1.00
	Total FTEs	2.00	2.00	2.00	2.00
Budget Detail					
Expenditures:				,	
101-42-4001-0000	Full Time Salaries	121,170	122,816	124,000	125,264
101-42-4004-0000	Overtime	91	-	279	-
101-42-4008-6160	Retirement - PERS	17,719	28,466	29,000	29,124
101-42-4010-0000	Cafeteria Benefit	11,869	12,000	12,000	12,000
101-42-4013-0000	Uniform Allowance	400	200	200	200
	Total Personnel	151,250	163,482	165,479	166,588
101-42-4150-0000	Other Contract Services	6,863	8,500	8,500	8,500
	Clarifier Cleaning		2,000		2,000
	Disposal of Oil Filters		1,500		1,500
	Gas Tank Monitoring & Testing		5,000		5,000
101 10 1001 0000		000	500	500	4.005
101-42-4204-0000	Books & Periodicals	288	500	500	1,995
101 42 4216 0000	Equipment Penair 9 Maintenance	4 222	0.000	11 6/4	20.205
101-42-4316-0000	Equipment Repair & Maintenance	4,323	9,000	11,644	29,395
	AQMD Required Fuel Station Repairs		-		15,000
	Vapor Recovery Unit		0.000		5,395
	General Equipment Repair & Maint.		9,000		9,000
101-42-4376-0000	Materials & Supplies	15,259	4,200	4,200	4,200
	lisc. Items (soaps, paints, hoses, fittings, etc.)	10,200	2,000	7,200	2,000
IV	Oil and Grease Absorbent		700		700
	Welding Supplies		1,500		1,500

Garage Division (Continued)

,			2008-09	2008-09	
		2007-08	Amended	Estimated	2009-10
		Actual	Budget	& Carryovers	Approved
101-42-4396-0000	Memberships & Dues	75	80	80	_
	Municipal Maintenance Association		80		
101-42-4399-0000	Non-capitalized Equipment	4,724	3,100	3,100	-
	Oil Containment Shelter		3,100		-
101-42-4452-0000	Small Tools	1,632	2,000	2,000	2,000
101-42-4468-0000	Staff Development	33	500	300	
	Local Trade & Technical Training		500		-
101-42-4480-0000	Travel & Meetings	33	500	300	-
Munio	cipal Maintenance & Equipment Association (2)		500		-
101-42-4508-0000	Vehicle Repair & Maintenance	138	300	300	300
	Total Services & Supplies	33,367	28,680	30,924	46,390
591-42-4613-0000	Capitalized Equipment	-	19,505	19,505	<u> </u>
	Garage Doors		7,505		
	Forklift		12,000		
	Total Capital Expenditures	-	19,505	19,505	-
	Total Expenditures	184,617	211,667	215,908	212,978

Sewer & Stormdrain Division

			2008-09	2008-09	
		2007-08	Amended	Estimated	2009-10
		Actual	Budget	& Carryovers	Approved
Budget Summary					
Expenditures by Ty	pe:				
	Personnel	-	-	-	-
	Services & Supplies	231,622	361,480	353,423	316,037
	Capital Outlay	254,148	295,852	295,852	200,000
		485,769	657,332	649,275	516,037
	<u> </u>				
Expenditures by Fu					
101	General Fund	231,622	361,480	353,423	316,037
394	Capital Projects Fund	254,148	295,852	295,852	200,000
591	Capital Equipment Fund	-	-	-	-
		485,769	657,332	649,275	516,037
	Original Budget		561,480		
	Amendments		95,852		
	Amended Budget		657,332		

Sewer & Stormdrain Division (Continued)

		2007-08 Actual	2008-09	2008-09 Estimated & Carryovers	2009-10 Approved
			Amended		
			Budget		
Budget Detail		7 totaai	Buagot	a carryerore	7.661.01.04
101-44-4104-0000	Contract Engineering Services-NPDES	10,157	9,000	8,000	7,500
	gg		5,555	2,222	.,
101-44-4106-5170	Contract Legal Svc.s-NPDES	2,375	7,000	5,000	3,500
		·	·	,	· ·
101-44-4150-0000	Other Contract Services	82,919	142,180	142,180	138,680
	Debris Basin Cleaning		6,000		6,000
	Pest Control		4,000		4,000
	Pump station repair & maintenance		9,500		6,000
Sewe	er Cleaning and Maintenance/Trouble Spot Cleaning		122,680		122,680
101-44-4150-5170	Other Contract Services-NPDES	1,500	61,500	55,000	23,040
	Maps		30,000		-
	Public Education		1,500		1,500
	Restaurant/Gas Station Inspections		4,000		5,540
	Sanitary Sewer Overflow Plan		4,000		4,000
	TMDL Study		22,000		12,000
101-44-4150-9020	Contracted Street Sweeping	129,646	136,300	136,300	136,300
101-44-4460-5170	Special Expenses-NPDES	5,025	5,500	6,943	7,017
	County Storm Water Fees		4,500		5,717
	Annual Waste Discharge Fee		1,000		1,300
	Total Campiago & Cumpliago	224 622	264 400	252.422	216 027
	Total Services & Supplies	231,622	361,480	353,423	316,037
394-44-4600-8020	Sewer/Storm Drain Replacement	254,148	295,852	295,852	200,000
394-44-4000-6020	Sewei/Storiii Draiii Repiacement	254,146	295,652	295,652	200,000
591-44-4613-0000	Capitalized Equipment	_	_	_	
391-44-4013-0000	Capitalized Equipment		-	-	
	Total Capital Expenditures	254,148	295,852	295,852	200,000
	Total Gapital Experiences	254,140	200,002	233,032	200,000
	Total Expenditures	485,769	657,332	649,275	516,037
	Total Experience	100,700	001,002	0.10,2.10	010,001

Street Division

		2007-08 Actual	2008-09	2008-09 Estimated & Carryovers	2009-10 Approved
			Amended		
			Budget		
				_	
Budget Summary					
Expenditures by Type:					
	Personnel	455,669	603,264	598,961	587,573
	Services & Supplies	446,284	592,290	598,857	465,195
	Capital Outlay	702,571	2,293,716	2,179,797	2,105,114
		1,604,524	3,489,269	3,377,615	3,157,882
Expenditures by Fund:					
101	General Fund	899,408	1,063,317	1,068,446	1,052,768
202	Gas Tax Fund	276,717	401,627	399,902	383,900
204	CDBG Fund	5,709	188,078	92,695	125,000
207	Prop. A Transit Fund	2,544	-	-	-
213	STPL Fund	175,668	-	-	-
214	TDA Transit Fund	-	27,566	27,566	30,669
215	Prop. C Transit Fund	82,564	1,216,597	1,200,319	280,540
229	Traffic Congestion Relief Act Fund	145,835	75,835	75,835	72,917
243	LA County Measure R Fund	-	-	-	67,088
244	Prop. 1B Street Fund	-	422,237	422,237	-
394	Capital Projects Fund	16,078	94,013	90,616	1,045,000
591	Capitalized Equipment Fund	-	-	-	100,000
		1,604,524	3,489,269	3,377,615	3,157,882
	Original Budget		2,256,070		
	Amendments		1,233,199		
	Amended Budget		3,489,269		
	-				
Staffing History:					
	Street Division Manager	1.00	1.00	1.00	1.00
	Street Foreman	1.00	1.00	1.00	1.00
	Maintenance Worker III	1.00	1.00	1.00	1.00
	Maintenance Worker II	3.13	4.00	4.00	4.00
	Weekend Maintenance Aide	0.03	-	-	-
	Maintenance Assistant	0.21	0.53	0.25	0.50
	Total FTEs	6.37	7.53	7.25	7.50

Street Division (Continued)

			2008-09	2008-09	2009-10
		2007-08	Amended	d Estimated	
		Actual	Budget	& Carryovers	Approved
Budget Detail				-	
Expenditures:					
101-48-4001-0000	Full Time Salaries	343,705	405,904	400,000	413,152
207-48-4001-0000	Full Time Salaries	69	405,904	400,000	413,132
101-48-4002-0000	Part Time Salaries	4,656	16,972	16,972	16,044
207-48-4002-0000	Part Time Salaries	138	10,972	10,972	10,044
244-48-4002-0000	Part Time Salaries	130	22,237	22,237	-
101-48-4004-0000	Overtime	8,247	9,000	9,000	9,000
101-48-4006-0000	Medicare	5,122	4,799	6,200	6,373
207-48-4006-0000	Medicare	3,122	4,799	0,200	0,373
101-48-4008-6050	Retirement - PARS	27		200	-
101-48-4008-6160	Retirement - PERS	50,748	97,992	97,992	96,044
207-48-4008-6160	Retirement - PERS	29	91,992	91,992	90,044
101-48-4010-0000	Cafeteria Benefit	40,469	44,460	44,460	45,060
207-48-4010-0000	Cafeteria Benefit	40,409	44,400	44,400	45,000
101-48-4011-0000	Cell Phone Allowance	1,207	1,200	1,200	1,200
101-48-4013-0000	Uniform Allowance	1,207	700	700	700
101-40-4013-0000	Total Personnel		603,264		587,573
	Total Personnel	455,669	003,204	598,961	567,573
	Other Centrast Comises	74 000	170 150	175,285	65,000
101-48-4150-0000	Other Contract Services	74,808	178,150		65,000
207-48-4150-0000	Other Contract Services	72,551	68,150	68,150	65,000
	Other Contract Services	2,256	- 440,000	107.105	-
215-48-4150-0000	Other Contract Services*	-	110,000	107,135	-
	Pavement Management System Survey*		60,000		-
S	ignal Maintenance with City of Alhambra & LA County		5,000		5,000
	Traffic Signal Repairs*		53,150		<u>-</u>
	Traffic Signal Maintenance		60,000		60,000
101-48-4204-0000	Books & Periodicals	72	200	200	200
101-48-4316-0000	Equipment Repair & Maintenance	2,303	2,000	2,500	2,000
101-48-4376-0000	Materials & Supplies	108,095	156,300	156,300	146,300
	Asphalt Materials (Hot and Cold Mix)		20,000		10,000
	Cement Materials, Forms and Miscellaneous Items		60,000		60,000
	L.A. County Sanitation District		1,000		1,000
	Street and Traffic Signs, Posts and Hardware		21,000		21,000
Street I	Light Switches, Poles, Bulbs, Ballasts and Misc. Items		44,800	"	44,800
	Street Paints, Glass Beads and Pavement Markers		9,500		9,500

Street Division (Continued)

	Continued)		2008-09	2008-09	
		2007-08	Amended	Estimated	2009-10
		Actual	Budget	& Carryovers	Approved
101-48-4396-0000	Memberships & Dues	340	400	400	195
	Maintenance Supts. Assoc.		300		145
	Traffic Control Supervisors Association		100		50
101-48-4399-0000	Non-Capitalized Equipment	9,077	14,040	13,972	6,000
	Cement Saw		3,900		-
	Chop Saw		1,100		-
	Stump Grinder		3,680		-
	Tamper		3,200		-
	Vibra Plate		2,160		-
	Mole		-		6,000
101-48-4452-0000	Small Tools	932	1,700	1,700	1,500
101 40 4402 0000	Citian 100i3	302	1,700	1,700	1,000
101-48-4468-0000	Staff Development	2,721	3,500	3,500	-
	Local Trade & Technical Training		2,600		
	Tuition Reimbursement		900		
101-48-4480-0000	Travel & Meetings	510	1,000	1,000	-
101-48-4500-1980	Utilities-Electricity	219,123	216,000	220,000	225,000
101 10 1000 1000	Cumuled Electricity	210,120	210,000	220,000	220,000
101-48-4508-0000	Vehicle Repair & Maintenance	28,303	19,000	24,000	19,000
	Fluids		2,000		2,000
	Fuel		10,000		10,000
	Lubricants		2,000		2,000
	Maintenance		3,000		3,000
	Parts		2,000		2,000
	Total Services & Supplies	446,284	592,290	598,857	465,195
215-48-4613-0000	Capitalized Equipment	19,994	-	-	-
591-48-4613-0000	Capitalized Equipment	-	-	-	100,000
	Boom Truck				100,000
202-48-4600-8062	Slurry Seal 2006-07	44,226	-	-	-
	Garfield Avenue Improvements Total	22,035	342,419	342,419	_
202-48-4600-2635	Garfield Avenue Improvements	22,035	150,727	150,727	_
214-48-4600-2635	Garfield Avenue Improvements	-	5,476	5,476	_
215-48-4600-2635	Garfield Avenue Improvements	_	186,216	186,216	<u> </u>

Street Division (Continued)

			2008-09	2008-09	
		2007-08	Amended	Estimated	2009-10
		Actual	Budget	& Carryovers	Approved
	Huntington Drive Street Imp.s Total	44,615	311,841	298,428	-
202-48-4600-2876	Huntington Drive Street Improvements	-	-	-	-
215-48-4600-2876	Huntington Drive Street Improvements	44,615	311,841	298,428	_
		4= 0==	50 5 10		
000 10 1000 0070	Huntington Drive Street Light Total	17,955	56,540	56,540	-
202-48-4600-2878	Huntington Drive Street Lights	-	-	-	-
207-48-4600-2878	Huntington Drive Street Lights	47.055	-	- 50.540	-
215-48-4600-2878	Huntington Drive Street Lights	17,955	56,540	56,540	-
394-48-4600-9260	Utility Undergrounding	16,078	29,974	26,577	-
	Street Overlay-St. Albans & SM Ave.	299,062	_	_	
213-48-4600-5535	Street Overlay-St. Albans & SM Ave.	175,668	-	-	
229-48-4600-5535	Street Overlay-St. Albans & SM Ave.	123,393	_	_	_
		,,,,,,			
	07-08 Slurry Seal/Overlay-Area 5	232,898	3,000	1,275	-
229-48-4600-8063	07-08 Slurry Seal/Overlay-Area 6	22,442	-	-	-
202-48-4600-8063	07-08 Slurry Seal/Overlay-Area 6	210,456	3,000	1,275	-
	2007-08 Street Overlay	_	647,900	647,900	
202-48-4600-5533	2007-08 Street Overlay	_	247,900	247,900	_
244-48-4600-5533	2007-08 Street Overlay	-	400,000	400,000	_
			100,000	.00,000	
	2008-09 Street Overlay	-	627,835	627,835	-
215-48-4600-5536	2008-09 Street Overlay	-	552,000	552,000	_
229-48-4600-5536	2008-09 Street Overlay	-	75,835	75,835	-
214-48-4600-6153	Huntington Drive Pedestrian Safety	-	22,090	22,090	-
204-48-4600-9500	ADA Sidewalk Improvements	5,709	188,078	92,695	
201 10 1000 0000	7.57 Glacwaik improvemente	0,700	100,070	02,000	
394-48-4600-9500	Purchase CDBG Funds	-	64,039	64,039	
			,	,	
	2009-10 Slurry Seal	-	-	-	450,988
202-48-4600-5537	2009-10 Slurry Seal	-	-	-	383,900
243-48-4600-5537	2009-10 Slurry Seal	-	-	-	67,088
	2009-10 Overlay & Median Irrigation	-	_	_	353,457
215-48-4600-5538	2009-10 Overlay & Median Irrigation	-	-	-	280,540
229-48-4600-5538	2009-10 Overlay & Median Irrigation				72,917
220 10 1000 0000	2000 TO OVERLY & Modian Imgaden				, 2,011
214-48-4600-5539	Huntington Drive Safety & Pedestrian	-	-	-	30,669
204-48-4600-5540	ADA Sidewalk Imvprovements 2009-10	-	-	-	125,000
394-48-4600-9000	Street Light Conversion	-	-	-	1,000,000
394-48-4600-5541	Mission Street Alley Repair	-	-	-	25,000
394-48-4600-5542	Circle Drive Bridge Lights	-	-	-	20,000
	T-(-1 C-) 1 1 1 1 1 1 1 1 1	700 574	0.000.710	0.470.70-	0.405.444
	Total Capital Expenditures	702,571	2,293,716	2,179,797	2,105,114
	Total Expenditures	1,604,524	3,489,269	3,377,615	3,157,882

Parks Division

			2008-09	2008-09	
		2007-08	8 Amended	Estimated	2009-10 Approved
		Actual		& Carryovers	
		11000000		J. J	
Budget Summary					
Expenditures by Typ					
Experiorcures by Typ	Personnel	362,872	323,786	326,830	268,186
	Services & Supplies	116,299	129,433	125,175	106,605
	Capital Outlay	241,322	129,433	123,173	100,000
	Capital Guilay	720,493	453,219	452,005	374,791
Expenditures by Fur	ld:				
101	General Fund	479,171	453,219	450,129	374,491
281	Restricted Donations Fund	-	-	1,876	300
394	Capital Projects Fund	241,322	_	-	
		720,493	453,219	452,005	374,791
	Original Budget		453,219		
	Amendments				
	Amended Budget		453,219		
Staffing History:					
	Park Foreman	1.00	1.00	1.00	1.00
	Maintenance Worker III	0.62		-	1.00
	Maintenance Worker II	3.00	3.00	3.00	1.00
	Weekend Maintenance Aide	-	-	-	-
	Maintenance Assistant	0.66	0.55	0.61	0.33
	Park Attendants	-	0.55	0.50	0.89
	Total FTEs	5.28	5.10	5.11	4.22
Budget Detail					
Expenditures:					
101-50-4001-0000	Full Time Salaries	258,383	215,314	219,000	176,550
101-50-4002-0000	Part Time Wages	30,433	27,783	27,783	26,540
101-50-4004-0000	Overtime	349	1,200	1,200	1,200
101-50-4006-0000	Medicare	3,552	3,531	3,531	2,949
101-50-4008-6050	Retirement PARS	351	1,042	400	995
101-50-4008-6160	Retirement - PERS	40,063	49,916	49,916	41,052
101-50-4010-0000	Cafeteria Benefit	28,224	24,000	24,000	18,000
101-50-4011-0000	Cell Phone Allowance	616	600	600	600
101-50-4013-0000	Uniform Allowance	900	400	400	300
	Total Personnel	362,872	323,786	326,830	268,186

Parks Division (Continued)

Parks Division (2008-0	2008-09	2008-09	
		2007-08		Estimated	2009-10
		Actual		& Carryovers	Approved
101-50-4150-0000	Other Contract Services	3,221	2,500	3,129	22,500
	Backflow Testing		500		500
	Electrical Repairs		500		500
	Pest Control		1,000		1,000
	Soil Testing		500		500
	Tree Pruning		-		20,000
101-50-4204-0000	Books & Periodicals	-	200	100	-
101-50-4206-0000	Building Repair & Maintenance	11,324	20,500	20,500	11,000
	Routine Building Repairs	,	1,000	,	1,000
	Public Restroom Supplies		10,000		10,000
	Replace Roof - Maintenance Building		9,500		-
281-50-4206-9400	Bldg. Rep & Maint - War Memorial	-	-	1,876	300
101-50-4316-0000	Equipment Repair & Maintenance	2,580	2,500	1,500	1,500
101-30-4310-0000	Ечирители терап а мапиенансе	2,300	2,300	1,300	1,500
101-50-4348-0000	Horticulture Service	18,415	20,000	20,000	-
	Tree Pruning/Removals		20,000		Moved to 4150
101-50-4376-0000	Materials & Supplies	17,140	18,000	18,000	16,850
	Irrigation Supplies		2,000		3,000
	Lumber, Fencing, concrete, asphalt & paint		3,000		5,000
	Misc. grounds maintenance supplies		8,000		5,750
	Landscape Committee		1,300		600
	Equipment Rental		500		500
	Pesticides		1,000		1,000
	Fertilizer Office Supplies		1,700 500		1,000
101-50-4396-0000	Memberships & Dues	365	530	470	140
	Professional Application Pesticide Assoc.		120		80
	International Society of Arboriculture		290		-
	QAC Renewal		120		60
	Turfgrass Council		-		-
101-50-4399-0000	Non-capitalized Equipment	2,098	5,900	5,900	915
	Park Attendant Booth		2,700		-
	Emergency Generator Leaf Blowers		3,200		915
					313
101-50-4401-0000	Outside Services	180	-	1,000	-
101-50-4404-0000	Plants	11,372	10,350	9,500	7,350
	Floral Displays		1,350		1,350
	Shrubs & Groundcover		7,000		4,000
	Trees		2,000		2,000

Parks Division (Continued)

Parks Division (C			2008-09	2008-09	
		2007-08	Amended	Estimated	2009-10
		Actual	Budget	& Carryovers	Approved
101-50-4452-0000	Small Tools	1,993	1,500	1,200	1,000
					•
101-50-4468-0000	Staff Development	1,650	2,700	2,000	-
	J. Harold Mitchell & Turf Star Classes		400		-
	Misc. Training		1,000		-
	Pacific Southwest Maint. Mgmt. School		1,400		-
	Tuition Reimbursement		300		-
101-50-4480-0000	Travel & Meetings	664	1,053	500	350
	PAPA Seminars		585		350
	WCISA Tree Maintenance Seminars		468		-
404 50 4500 4050	Littlitia a Nightungi Oga	604	4.000	000	4.000
101-50-4500-4950	Utilities-Natural Gas	694	1,000	800	1,000
101-50-4500-9025	Utilities-Telephone	1,221	1,200	1,200	1,200
101-30-4300-3023	Othities-Telephone	1,221	1,200	1,200	1,200
101-50-4500-9460	Utilities-Water	33,522	35,000	30,000	36,000
		, -	,		
101-50-4508-0000	Vehicle Repair & Maintenance	9,859	6,500	7,500	6,500
	Fluids		-		-
	Fuel		4,000		4,000
	Lubricants		-		-
	Maintenance		1,000		1,000
	Parts		-		-
	Repairs		1,500		1,500
		440.000	100 100	105.155	100.005
	Total Services & Supplies	116,299	129,433	125,175	106,605
394-50-4600-7150	Rose Arbor Renovation	26,630	_	_	_
11.00 .000 / 100	The state of the s	_5,555			
394-50-4600-9400	War Memorial	214,692	-	-	-
	Total Capital Expenditures	241,322	-	-	-
	Total Expenditures	720,493	453,219	452,005	374,791

Grounds Division

			2008-09	2008-09	
		2007-08	Amended	Estimated	2009-10
		Actual	Budget	& Carryovers	Approved
D 1 10					
Budget Summary					
Expenditures by Typ	oe:				
	Personnel	430,790	414,812	423,560	412,962
	Services & Supplies	297,757	375,504	345,878	483,464
	Capital Outlay	-	-	-	22,000
	3,000	728,548	790,316	769,438	918,426
Expenditures by Fu					
101	General Fund	728,548	790,316	769,438	896,426
591	Capitalized Equipment Fund	-	-	-	22,000
	- quip	728,548	790,316	769,438	918,426
			705.040		
	Original Budget		765,316		
	Amendments		25,000		
	Amended Budget		790,316		
Staffing History:	Park Division Manager	1.00	1.00	1.00	1.00
<u> </u>	Maintenance Worker III	1.00	1.00	1.00	_
	Maintenance Worker II	4.00	3.00	3.00	4.00
	Park Attendant	0.44	-	-	_
	Maintenance Assistant	0.25	_	_	_
	Total FTEs	6.69	5.00	5.00	5.00
Budget Detail					
Francistrace.					
Expenditures: 101-52-4001-0000	Full Time Salaries	326,292	305,441	312,000	303,319
101-52-4001-0000	Part Time Wages	7,599	- 300,441	312,000	- 303,319
101-52-4004-0000	Overtime	2,911	2,000	2,000	2,000
101-52-4004-0000	Medicare	3,651	3,039	3,350	2,980
101-52-4008-6050	Retirement PARS	272	3,039	3,330	2,900
101-52-4008-6160	Retirement - PERS	48,217	70,772	72,650	70,502
101-52-4008-0100	Cafeteria Benefit	40,045	32,460	32,460	33,060
101-52-4011-0000	Cell Phone Allowance	604	600	600	600
101-52-4011-0000	Uniform Allowance	1,200	500	500	500
101 02 4010 0000	Total Personnel	430,790	414,812	423,560	412,962

Grounds Division (Continued)

			2008-09	2008-09	
		2007-08	Amended	Estimated	2009-10
		Actual	Budget	& Carryovers	Approved
101-52-4150-0000	Other Contract Services	153,213	233,871	237,000	344,704
	Backflow Testing/Repairs	•	1,600	,	1,600
	Misc. Emergency Removals		5,000		-
	Median Maintenance		90,000		90,000
	Tree Pruning		137,271		235,104
101-52-4204-0000	Books & Periodicals	352	200	100	-
101-52-4316-0000	Equipment Repair & Maintenance	3,722	4,000	2,575	3,000
101-52-4376-0000	Materials & Supplies	21,226	13,500	13,500	10,500
Mulch, irrigation s	supplies & misc. grounds maintenance supplies		2,000		3,500
	Forestry Supplies		4,000		1,000
	Seed, Fertilizer, Pesticides & Misc. Supplies		2,000		2,800
	Equipment Rentals		5,500		-
	Mulch for Oak Tree Preservation		-		3,200
101-52-4396-0000	Memberships & Dues	635	515	435	460
	ernational Society of Arboriculture Membership		290		145
	Pesticide Applicators Professional Association		120		120
	QAC License Renewals		-		120
	Society of Municipal Arborists		75		75
	Street Tree Seminar		30		-
101-52-4399-0000	Non-capitalized Equipment		1,000	1,000	6,900
101 02 1000 0000	Chainsaws (2)		1,000	1,000	
	Pressure Washer		-		6,900
101-52-4401-0000	Outside Services	810	_	540	_
101-32-4401-0000	Outside Gervices	010	_	340	_
101-52-4404-0000	Plants	12,038	14,100	12,000	13,200
	Floral Displays		4,300		3,400
	Shrubs & Groundcover		4,000		4,000
	Trees		5,800		5,800
101-52-4452-0000	Small Tools	1,714	750	750	750
101-52-4468-0000	Staff Development	462	2,990	2,000	-
	Bucket Safety Training		1,000		-
Pacific Sou	thwest Maint. Management School-Leadworker		1,400		-
	Tuition Reimbursement		590		-
101-52-4480-0000	Travel & Meetings	639	978	978	950
	nal Application Pesticide Association Seminars		390	510	350
1 10100010	WCISA		588		600

Grounds Division (Continued)

			2008-09	2008-09	
		2007-08	Amended	Estimated	2009-10
		Actual	Budget	& Carryovers	Approved
101-52-4500-9460	Utilities-Water	75,442	85,000	55,000	85,000
101-52-4508-0000	Vehicle Repair & Maintenance	27,507	18,600	20,000	18,000
	Fuel	_:,00:	6,000		9,000
	General Repairs/Inspections/Smog Checks		3,000		3,000
	General Maintenance/Tun-ups/Parts		2,600		4,000
	Misc. Parts		2,000		2,000
	Truck Painting		5,000		-
	Total Services & Supplies	297,757	375,504	345,878	483,464
591-52-4613-0000	Capitalized Equipment	_	-	_	22,000
	1/2 Ton Pickup Truck				22,000
	Total Capital Expenditures	-	-	-	22,000
	Total Expenditures	728,548	790,316	769,438	918,426

Recreation

The San Marino Recreation Department offers multiple services for youth and adults. Under the guidance and support of the Recreation Commission, the Department focuses on providing passive and active programs designed to meet the growing and specific leisure needs of the community. Some of the Department's activities include child care, preschool, senior services, sports, teen programming, and classes in a safe, caring and learning environment.

The Recreation Department oversees the operation of the San Marino Center and the Thurnher House. Both facilities offer valuable space for the City to conduct classes, community meetings, and rentals. Funding for the maintenance of these sites is provided by the San Marino Center Fund and the Los Angeles County Park Bond Fund.

Staff works in cooperation with the San Marino Unified School District for the availability of facilities to conduct sports recreation. Sports groups and similar youth organizations work with the City to discuss facility scheduling, use issues, fingerprinting, maintenance and facility planning.

Some of the Recreation Department's most popular programs include Aquatics, Day Camp and Special Events (Fourth of July, the Easter Egg Hunt, the Fishing Derby, Track Meet, and Memorial Day). These activities and others are advertised through the City's Recreation Guide, the City's Newsletter, and the City's website. Staff produces both the Recreation Guide and the quarterly newsletter. In addition, they produce an electronic newsletter to alert the community of upcoming events. The electronic newsletter is available to households registering for it through the San Marino Recreation Department.

The Recreation budget is designed to reflect the Department's mission of offering community services that enhance the quality of life and sense of neighborhood in San Marino. To this end, many of the Department's efforts are consistently dedicated to activities that identify the most urgent needs of the San Marino community.

The Recreation Department seeks sustainability and/or a 70% cost recovery for its fee-based programs. In addition, the Department seeks to improve efficiency and effectiveness. Over the next budget year, management tools that will allow the Department to enhance service include: new recreation software; staff training; and ongoing program evaluation.

2008-09 Accomplishments:

- Assisted SMUSD with pool improvements at San Marino High School (tile, chemical pump, cover).
- Negotiated a new contract for use of the Stoneman School for Recreation programming.
- Coordinated with the County and Public Works on an ADA Sidewalk Improvement Project.
- Completed housing rehabilitation to two San Marino homes under the Community Development Block Grant Program
- Continued the development of senior programming, through the Senior Outreach Program, Classes, and Excursions.
- Facilitated public input meetings on proposed community projects (i.e., Farmers' Market and Dog Park).
- Maintained a high costs recovery rate for recreation programming (79%).
- Pursued a transportation contract for school year and summer transit needs.
- Coordinated and collaborated with Crowell Public Library on various programming needs.
- With assistance and guidance from the Fire Department, developed an Emergency Preparedness Plan.
- Negotiated with Pasadena Dial A Ride for a one-year extension. Currently, pursuing a three-year contract.
- Supported District scheduling (fields and gyms) through the development of systems and meetings with sports groups.
- Purchased outdoor recreation amenities (play equipment) with California Recycling Funds.
- Purchased and installed new shade structure for preschool programming.
- Successfully enrolled approximately 12,000 participants in the daycare, daycamp, aquatics, teen center, preschool, senior, and recreation classes.
- Evaluated existing contracts and programs and made adjustments.
- Purchased new Recreation software, which will allow for online registration, facility scheduling, etc.
- Reclassified staff to improve supervision.

Recreation (Continued)

2009-10 Goals:

- Improve line staff performance through training, recruitment, and evaluations.
- Conduct a customer service survey by the third quarter of the fiscal year.
- Implement, train, and market new Recreation software. Facilitate online registration.
- Enhance facility use, application, and scheduling of the San Marino Center.
- Expand Preschool/Phonics program.
- Seek bids for new pyrotechnics contract for the Fourth of July.
- Improve web content, e-mail communications, and overall Department marketing.
- Seek bids for printing contract for Recreation Guide and City Newsletter.
- Continue collaboration with School District on various issues.
- Purchase new tables and chairs for use at the San Marino Center for rentals and special events.
- Seek improvements to the back entrance area of the San Marino Center.
- Seek cost-effective ways to continue staff development.

Recreation Summary

			2008-09 Amended Budget	2008-09 Estimated & Carryovers	2009-10 Approved
		2007-08			
		Actual			
Revenues by Type	:				
	Grants	21,429	38,838	32,199	43,739
	Program Fees	1,652,405	1,926,320	1,840,320	1,900,584
	Rents & Concessions	22,993	59,400	35,000	55,150
	Donations	-	-	625	-
	Miscellaneous Revenue	42,602	25,000	50,000	40,000
		1,739,430	2,049,558	1,958,144	2,039,473
Davienies by Fra	1.				
Revenues by Fund		1 605 604	1.045.700	1 070 700	1 010 504
101 104	General Fund	1,695,621	1,945,720	1,879,720	1,918,584
	Fourth of July Fund	23,229	30,600	30,600	40,000
105	San Marino Center Fund	(850)	34,400	15,000	37,150
206	County Park Prop. A Fund	21,429	38,838	32,199	43,739
281	Restricted Donations Fund	- 4 700 400	-	625	-
	_	1,739,430	2,049,558	1,958,144	2,039,473
		-	-	-	-
Expenditures by T		4.040.050	4 500 004	4 440 040	4 004 000
	Personnel	1,340,058	1,562,894	1,416,240	1,391,368
	Services & Supplies	1,168,193	1,232,579	1,210,557	1,127,561
	Capital Outlay	34,765	53,800	53,800	6,600
	_	2,543,016	2,849,273	2,680,597	2,525,529
Expenditures by F	und:				
101	General Fund	2,246,121	2,441,388	2,330,286	2,199,967
104	Fourth of July Fund	44,643	51,434	59,332	56,087
105	San Marino Center Fund	21,034	103,121	49,614	96,872
204	CDBG	54,248	57,229	57,168	30,264
206	County Park Prop. A Fund	28,451	38,838	32,194	43,739
207	Prop . A Transit Fund	103,584	98,463	93,203	87,000
226	CA Recycling Grant Fund	9,490	5,000	5,000	5,000
281	Restricted Donations Fund	681	-	-	
394	Capital Projects Fund	23,087	3,800	3,800	
591	Capitalized Equipment Fund	11,678	50,000	50,000	6,600
001	Capitalized Equipment Fand	2,543,016	2,849,273	2,680,597	2,525,529
Total Revenues Ur	nder Expenditures	(803,587)	(799,715)	(722,453)	(486,056
Fund 101 Revenue	es Under Expenditures	(550,500)	(495,668)	(450,566)	(281,383
	es as a % of Expenditures	75%	80%	81%	87%

Recreation Summary (Continued)

		2007-08	Amended	Estimated	2009-10
		Actual	Budget	& Carryovers	Approved
			•		
Staffing History:		Î			
	Administrative Analyst	0.07	0.07	0.07	0.50
	Assistant Recreation Specialist	-	-	6.16	7.01
	Assistant Supervisors	6.26	7.84	0.34	-
	Cashiers	0.10	0.14	0.08	0.14
	Child Development Specialist	2.12	2.69	3.24	3.06
	Clerk Typist I	1.00	-	-	-
	Clerk Typist II	-	1.00	1.00	1.00
	Community Services Director	-	0.50	0.50	0.50
	Counselors	2.27	2.16	1.61	0.13
	Lifeguards	1.69	1.83	1.45	1.49
	Pool Manager	-	0.39	-	-
	Private Swim Instructors	0.05	0.05	0.03	0.09
	Program Leaders	3.10	1.79	2.93	1.46
	Recreation Coordinator	3.00	-	-	-
	Recreation Manager	1.64	0.80	1.70	0.55
	Recreation Specialist	8.00	-	12.94	11.70
	Recreation Supervisor	-	3.00	3.00	3.00
	Supervisors	14.26	15.23	-	-
	Water Safety Instructors	1.10	0.40	0.58	0.32
		44.66	37.88	35.63	30.96

Recreation Administration Division

			2008-09	2008-09	
		2007-08	Amended	Estimated	2009-10
		Actual	Budget	& Carryovers	Approved
Budget Summary					
Expenditures by Type:					
	Personnel	252,651	274,641	276,610	333,257
	Services & Supplies	131,386	130,367	132,795	124,563
	Capital Outlay	11,678	50,000	50,000	_
		395,716	455,008	459,405	457,820
Expenditures by Fund:					
101	General Fund	366,300	400,008	404,405	452,820
104	Fourth of July Fund	1,117	-	-	-
204	CDBG Fund	6,450	_	-	_
226	CA Recycling Grant Fund	9,490	5,000	5,000	5,000
281	Restricted Donations Fund	681	-	-	-
591	Capitalized Equipment Fund	11,678	50,000	50,000	_
		395,716	455,008	459,405	457,820
Ctoffing History					
Staffing History:	A decisiotestis s. A solutat				0.50
	Administrative Analyst	-	-	0.09	0.50
	Assistant Supervisors Child Development Specialist	0.19	-	0.09	0.27
	Clerk Typist I	1.00	0.28	0.42	0.27
	Clerk Typist II	1.00	1.00	1.00	1.00
	Community Services Director	-	0.50		0.50
	Community Services Director Counselors	-	0.50	0.50 0.09	0.50
	Prgram Leaders	0.04	-	0.09	-
	Recreation Coordinator	1.50	-	0.01	-
			-	-	-
	Recreation Manager Recreation Specialist	0.75	-	0.07	0.06
	Recreation Supervisor	-	1.50	1.50	1.50
	•	0.23	0.11	1.50	1.50
	Supervisors Total FTEs	3.71	3.39	3.68	3.83
	Iotal FIES	3.71	3.39	3.08	3.83

Recreation Administration Division (Continued)

		2008-09		2008-09	
		2007-08 Amended	07-08 Amended Estimated	Estimated	2009-10
		Actual	Budget	& Carryovers	Approved
Budget Detail					
Revenues:	No. and the defendence of the second	40.000	10.000	00.000	00.000
101-60-3340-0000	Nonresident Fees-Recreation	12,832	12,000	22,000	20,000
101-60-3502-0000	Rents & Concessions-Rec	23,843	25,000	20,000	18,000
101-60-3701-0000	Miscellaneous Revenue-Rec	42,602	25,000	50,000	40,000
281-60-3601-0000	Recreation Donations Received Total Revenue	79,278	62,000	625 92,625	78,000
	Total Revenue	19,210	62,000	92,025	70,000
Expenditures:					
101-60-4001-0000	Full Time Salaries	116,722	186,179	178,734	230,397
101-60-4002-0000	Part Time Wages	70,395	15,070	23,000	12,884
204-60-4002-0000	Part Time Wages	5,141	-	-	-
101-60-4004-0000	Overtime	5,849	2,500	2,500	2,000
104-60-4004-0000	Overtime-Recreation	905	-	-	· -
101-60-4006-0000	Medicare	2,862	2,922	2,922	3,532
104-60-4006-0000	Medicare	13	-	-	-
204-60-4006-0000	Medicare	81	-	-	-
101-60-4008-6050	Retirement PARS	28	-	150	-
101-60-4008-6160	Retirement - PERS	27,118	44,515	45,600	56,682
204-60-4008-6160	Retirement - PERS	749	-	-	-
104-60-4008-6160	Retirement - PERS	199	-	-	-
101-60-4010-0000	Cafeteria Benefit	20,602	22,254	22,254	26,562
204-60-4010-0000	Cafeteria Benefit	480	-	-	-
101-60-4011-0000	Cell Phone Allowance	1,509	1,200	1,450	1,200
	Total Personnel	252,651	274,641	276,610	333,257
101-60-4150-0000	Other Contract Services	16,346	24,541	20,000	26,320
	Adobe Web Support		100		100
	Commission Clerical Support		2,500		1,110
	Copy machine maint.		1,780		1,780
	Credit Card Fees		13,000		13,000
	Customer E-Mail Support		168		168
	Filtered Water Service		360		360
	Vermont Annual Fee		-		3,102
	Computer Network/Technical Maintenance		6,633		6,700
101-60-4206-0000	Building Repair & Maintenance	28,272	22,808	27,000	22,208
	Janitorial Contract		17.808		17,808
	Miscellaneous		5,000		5,000
101-60-4316-0000	Equipment Repair & Maintenance	370	1,200	1,200	500
101-60-4324-0000	Facility Rental	129	1,323	300	300
	y	.23	.,525	220	
101-60-4376-0000	Materials & Supplies	14,844	25,000	25,000	20,000
	Shirts	•	7,000	,	6,000
	Other		18,000		14,000

Recreation Administration Division (Continued)

			2008-09 2008-09	2008-09	
		2007-08	Amended	Estimated	2009-10
		Actual	Budget	& Carryovers	Approved
281-60-4376-0000	Materials & Supplies	681	-	-	-
101-60-4396-0000	Memberships & Dues	910	1,195	1,195	1,335
	CPRS		915	,	915
	Southern Municipal Athletic Conference Federation		280		420
101-60-4398-0000	Mileage	794	600	600	300
226-60-4399-0000	Non-capitalized Equipment	9,490	5,000	5,000	5,000
220-00-4339-0000	Play Equipment, Picnic Tables & Bench	9,490	5,000	3,000	5,000
101-60-4412-0000	Postage	4,171	3,600	3,600	3,600
	Quarterly Recreation Brochure	.,	3,600	2,000	3,600
101-60-4420-0000	Printing	34,076	36,500	36,500	36,500
	Quarterly Recreation Brochure		34,000		34,000
	Misc. Printing		2,500		2,500
101-60-4468-0000	Staff Development	3,148	1,800	1,800	-
	CPRS Conference		900		-
	CPRS Training		900		
101-60-4480-0000	Travel & Meetings	947	1,000	1,000	300
	Budget Retreat		500		-
	Miscellaneous		500		300
101-60-4492-0000	Uniforms	8,253	-	-	-
101-60-4500-9025	Utilities-Telephone	5,359	3,800	4,600	4,600
101-60-4508-0000	Vehicle Repair & Maintenance	3,597	2,000	5,000	3,600
	Total Services & Supplies	131,386	130,367	132,795	124,563
591-60-4613-0000	Capitalized Equipment	11,678	50,000	50,000	_
	Recware Upgrade	, -	50,000	,	-
	Total Capital Expenditures	11,678	50,000	50,000	-
	Total Expenditures	395,716	455,008	459,405	457,820
	Revenues Over/(Under) Expenditures	(316,438)	(393,008)	(366,780)	(379,820)

Aquatics Division

			2008-09	2008-09	
		2007-08	Amended	Estimated	2009-10
		Actual	Budget	& Carryovers	Approved
Budget Summary					
Expenditures by Type:					
, , , , , , , , , , , , , , , , , , , ,	Personnel	79,297	66,754	63,686	66,204
	Services & Supplies	119,770	99,503	108,053	90,700
	Capital Outlay	-	-	-	-
	,	199,066	166,257	171,739	156,904
Expenditures by Fund					
101	General Fund	198,236	165,757	171,739	156,904
207	Prop. A Transit Fund	830	500	-	-
	·	199,066	166,257	171,739	156,904
	Original Budget		149,954		
	Amendments		16,303		
	Amended Budget		166,257		
Staffing History:	<u> </u>		,		
	Cashiers	0.10	0.14	0.08	0.14
	Child Development Specialist	0.22	-	0.18	0.39
	Counselors	0.01	-	-	-
	Lifeguards	1.67	1.83	1.45	1.49
	Pool Manager	-	0.39	-	-
	Private Swim Instructors	0.05	0.05	0.03	0.09
	Supervisors	0.11	-	_	-
	Water Safety Instructors	1.10	0.40	0.57	0.32
	Total FTEs	3.26	2.81	2.31	2.44

Aquatics Division (Continued)

			2008-09	2008-09	
		2007-08	Amended	Estimated	2009-10
		Actual	Budget	& Carryovers	Approved
Budget Detail					
Revenues:	-				
101-62-3336-0000	Aquatics Program Fees	114,368	117,700	117,700	114,900
	Total Revenue	114,368	117,700	117,700	114,900
Expenditures:					
101-62-4002-0000	Part Time Wages	72,714	62,504	57,000	61,365
101-62-4004-0000	Overtime	939	1,000	1,000	1,000
101-62-4006-0000	Medicare	1,063	906	827	890
101-62-4008-6050	Retirement PARS	2,181	2,344	2,138	2,176
101-62-4008-6160	Retirement - PERS	2,101	2,544	2,721	773
101-02-4000-0100	Total Personnel	79,297	66,754	63,686	66,204
101-62-4102-0000	Contracted Teacher Services	55,900	50,400	60,000	60,000
101-62-4206-8360	SMUSD Swimming Pool	32,093	16,303	16,303	-
101-62-4324-0000	Facility Rental	23,086	24,440	24,440	23,100
101-02-4324-0000	Mini Mobile	23,000	1,500	24,440	1,500
	Outside Rentals		1,800		1,300
	SMUSD Pool		21,140		21,600
404 60 4076 0000	Matariala 9 Cumplina	2 420	0.040	0.040	2.400
101-62-4376-0000	Materials & Supplies	3,438	2,810	2,810	3,400
101-62-4486-0000	Trips & Events	1,230	1,500	950	1,000
101-62-4492-0000	Uniforms	2,930	_	_	_
101-62-4492-0004	Uniforms-Non-PERSable	-	3,250	3,250	2,900
101-62-4500-9025	Utilities-Telephone	263	300	300	300
207-62-4208-0000	Bus Transportation	830	500	-	-
	Total Services & Supplies	119,770	99,503	108,053	90,700
	Total Expenditures	199,066	166,257	171,739	156,904
Reven	ues Over/(Under) Expenditures	(84,698)	(48,557)	(54,039)	(42,004)

Contract Classes Division

		2007-08	2008-09	008-09 2008-09	2009-10
			Amended Estimated	Estimated	
		Actual	Budget	& Carryovers	Approved
Budget Summary					
Expenditures by Type:					
	Personnel	127,298	114,709	128,609	105,868
	Services & Supplies	423,901	421,318	416,493	376,883
	Capital Outlay	-	-	-	-
		551,199	536,027	545,102	482,751
Expenditures by Fund:					
101	General Fund	536,388	531,065	538,983	482,751
207	Prop. A Transit Fund	14,811	4,963	6,119	
201	1 Top. A Transit Fund	551,199	536,027	545,102	482,751
				-	
Staffing History:					
	Assistant Recreation Specialist	-	-	0.54	0.03
	Assistant Supervisor	0.41	i	-	-
	Child Development Specialist	0.50	0.44	0.47	0.34
	Counselor	0.03	1	-	-
	Program Leader	0.40	0.12	0.31	-
	Recreation Coordinator	0.25	-	-	-
	Recreation Manager	0.37	0.36	0.40	0.45
	Recreation Specialist	-	-	0.71	0.61
	Recreation Supervisor	-	0.25	0.25	0.25
	Supervisors	0.81	0.66	-	
	Total FTEs	2.77	1.84	2.68	1.68

Contract Classes Division (Continued)

			2008-09	2008-09	
		2007-08	Amended	Estimated	2009-10
		Actual	Budget	& Carryovers	Approved
Budget Detail					• • •
Revenues:					
101-64-3336-0000	Contract Class Program Fees	567,319	561,270	561,270	548,507
	Total Revenue	567,319	561,270	561,270	548,507
Expenditures:					
101-64-4001-0000	Full Time Salaries	12,687	14,093	14,093	48,781
101-64-4002-0000	Part Time Wages	78,786	70,037	82,000	32,031
207-64-4002-0000	Part Time Wages	12,611	4,529	5,000	-
101-64-4004-0000	Overtime	2,930	1,500	1,000	1,000
207-64-4004-0000	Overtime	182	-	49	-
101-64-4006-0000	Medicare	1,399	1,220	1,500	1,174
207-64-4006-0000	Medicare	186	66	70	-
101-64-4008-6050	Retirement PARS	395	_	1,000	442
101-64-4008-6160	Retirement - PERS	11,462	17,588	17,588	16,060
207-64-4008-6160	Retirement - PERS	1,832	368	1,000	-
101-64-4010-0000	Cafeteria Benefit	4,375	4,859	4,859	6,081
101-64-4011-0000	Cell Phone Allowance	453	450	450	300
101 01 1011 0000	Total Personnel	127,298	114,709	128,609	105,868
	Total i cisoliici	127,230	114,703	120,000	100,000
101-64-4102-0000	Contracted Teacher Services	341,041	349,990	349,990	333,200
101-64-4150-0000	Other Contract Services	-	600	600	8,680
	Insurance		-		1,440
	Bridge Table Fees		600		600
	Bridge Manager				6,240
	Reimbursed Supplies				400
101-64-4324-0000	Facility Rental	72,912	53,403	53,403	25,003
	Stoneman	,	42,000	33,133	13,843
	Boy Scout House		10,400		4,860
	SMHS Pool		1,003		700
			-		5,600
	Hill Harbison House				5,000
101-64-4376-0000	Materials & Supplies	9,948	16,825	12,000	9,500
101-64-4420-0000	Printing	-	500	500	500
	5				
	Total Services & Supplies	423,901	421,318	416,493	376,883
	Total Expenditures	551,199	536,027	545,102	482,751
	Revenues Over/(Under) Expenditures	16 120	25 242	16 160	65 7E6
	Revenues Over/(Under) Expenditures	16,120	25,243	16,168	65,756

Special Events Division

			2008-09	2008-09	
		2007-08	Amended	Estimated	2009-10
		Actual	Budget	& Carryovers	Approved
				-	
Budget Summary					
Expenditures by Type	::				
	Personnel	18,061	25,396	25,618	22,541
	Services & Supplies	81,278	97,830	113,705	95,590
	Capital Outlay	-	-	-	-
		99,339	123,226	139,323	118,131
Expenditures by Fund	·				
101	General Fund	55,813	71,792	79,991	62,045
104	Fourth of July Fund	43,526	51,434	59,332	56,087
101	1 Salar Si Saly Falla	99,339	123,226	139,323	118,131
Staffing History					
Staffing History:	Assistant Supervisors	0.10		0.25	
	Child Development Specialist	0.10	-	0.25	
	Counselors	0.04		0.05	
		0.03	-	0.05	-
	Lifeguard	0.02	-	- 0.00	-
	Program Leaders	0.09	-	0.09	- 0.40
	Recreation Specilaist	- 0.24	- 0.44	0.53	0.49
	Supervisors	0.31	0.44	- 0.04	<u>-</u>
	Water Safety Instructors Total FTEs	0.59	0.45	0.01 0.98	- 0.40
Budget Detail	Total FTES	0.59	0.45	0.96	0.49
Revenues:	10	40.000	40.000	47.000	47.000
101-66-3336-0000	Special Events Program Fees	16,898	18,000	17,000	17,000
104-00-3336-0000	Fourth of July Program Fees	23,229	30,600	30,600	40,000
	Total Revenue	40,127	48,600	47,600	57,000
Expenditures:				1	
101-66-4002-0000	Part Time Wages	9,585	13,333	13,333	11,034
104-66-4002-0000	Part Time Wages-4th of July	3,709	4,000	4,000	4,000
101-66-4004-0000	Overtime	2,564	2,500	2,500	2,500
104-66-4004-0000	Overtime-4th of July	477	1,300	1,300	1,300
101-66-4006-0000	Medicare	176	193	193	160
104-66-4006-0000	Medicare-4th of July	61	58	77	58
101-66-4008-6050	Retirement PARS	160	-	200	-
104-66-4008-6050	Retirement PARS-4th of July	53	-	30	-
101-66-4008-6160	Retirement - PERS	752	3,085	3,085	2,561
104-66-4008-6160	Retirement PERS-4th of July	525	926	900	929
	Total Personnel	18,061	25,396	25,618	22,541

Special Events Division (Continued)

			2008-09	2008-09	
		2007-08	Amended	Estimated	2009-10
		Actual	Budget	& Carryovers	Approved
101-66-4150-0000	Other Contract Services	13,556	29,280	31,280	23,240
104-66-4150-0000	Other Contract Services-4th of July	24 271	23 650	27 000	25,800
104-00-4130-0000	,	27,211		21,000	21,000
					100
					3,700
	Game Booths				1,000
			,		•
101-66-4202-0000	Advertising	-	300	300	300
101-66-4308-0000	Equipment Rental	-	-	-	-
104-66-4308-0000	Equipment Rental-4th of July	7.792	5.500	8.525	6,500
		.,	,	5,525	300
					1200
					1500
	Portable Restrooms		2,500		3500
104-66-4356-0000	Liability Insurance Premium-4th of July	-	2,500	4,000	3,500
101-66-4376-0000	Materials & Supplies	28,452	21,000	27,000	21,000
104-66-4376-0000	Materials & Supplies-4th of July	5,675	9,500	9,500	9,500
101-66-4412-0000	Postage	-	400	400	250
104-66-4412-0000	Postage-4th of July	-	-	-	-
104-66-4420-0000	2007-08 Amended Budget Scarryovers 13,556 29,280 31,280 31,280 36-4150-0000 Other Contract Services 13,556 29,280 31,280 36-4150-0000 Other Contract Services-4th of July 24,271 23,650 27,000 First Aide 50 Entertainment 3,700 Game Booths 1,000 36-4202-0000 Advertising - 300 300 300 36-4308-0000 Equipment Rental	4,500			
	Programs		2,000		2000
	Wristbands		2,000		2500
101-66-4420-0000	Printing	568	1,700	1,700	1,000
	Total Carriago & Cumplico	04 070	07.020	112 70F	95,590
	Total Services & Supplies	01,270	97,030	113,705	95,590
	Total Expenditures	99,339	123,226	139,323	118,131
	Revenues Over/(Under) Expenditures	(59,212)	(74,626)	(91,723)	(61,131)

Senior Activities Division

Senior Activities	211.01011		2008-09 200		
		2007-08 Amended			2009-10
		Actual	Budget	& Carryovers	Approved
		Actual	Daaget	a oarryovers	Approved
Budget Summary					
,					
Expenditures by Typ	De:				
, ,,	Personnel	1,296	1,985	1,985	2,823
	Services & Supplies	22,986	21,000	23,852	18,400
	Capital Outlay	-	-	-	_
		24,282	22,985	25,837	21,223
Expenditures by Fu	nd:				
101	General Fund	21,932	17,985	19,253	16,223
207	Prop . A Transit Fund	2,350	5,000	6,584	5,000
		24,282	22,985	25,837	21,223
Staffing History:					
	Child Development Specialist	-	0.05	-	0.06
	Rec. Specialist	-	-	0.04	-
	Supervisor	0.04	-	-	-
	Total FTEs	0.04	0.05	0.04	0.06
Budget Detail					
	0 . 5	00.005	10.050	40.050	45.000
101-68-3336-0000	Senior Program Fees	20,065	19,250	19,250	15,000
	Total Revenue	20,065	19,250	19,250	15,000
F					
	Dort Time NA	4.000	4.007	4.007	0.004
	Part Time Wages	1,232	1,887	1,887	2,264
	Medicare	18	27 71	27	-
	Retirement PARS	46	/1	71	33 526
expenditures by Typ Expenditures by Fun 01	Retirement PERS Total Personnel	1,296	1,985	1,985	2,823
	Total Personnel	1,290	1,965	1,900	2,023
101 69 4276 0000	Matariala & Cupplica	208	800	400	400
101-06-4376-0000	Materials & Supplies	200	800	400	400
101 69 4496 0000	Trips & Events	20,428	15,200	16,868	13,000
101-00-4400-0000	Thips & Events	20,426	15,200	10,000	13,000
207 68 4208 0000	Bus Transportation	2,350	5,000	6,584	5,000
201-00-4200-0000	Bus Transportation	2,330	3,000	0,304	3,000
	Total Services & Supplies	22,986	21,000	23,852	18,400
	Total del vices & dupplies	22,900	21,000	23,032	10,400
	Total Expenditures	24,282	22,985	25,837	21,223
	Total Expellultures	۷٦,۷٥٧	22,303	20,001	21,223
	Revenues Over/(Under) Expenditures	(4,217)	(3,735)	(6,587)	(6,223)

Day Care Division

			2008-09	2008-09	
		2007-08	Amended	Estimated	2009-10
		Actual	Budget	& Carryovers	Approved
Budget Summary					
Expenditures by Type):				
	Personnel	110,643	110,134	80,751	61,675
	Services & Supplies	77,112	72,800	62,841	64,356
	Capital Outlay	-	-	-	-
		187,755	182,934	143,592	126,031
Expenditures by Fund	:				
101	General Fund	148,384	146,934	115,092	96,031
207	Prop . A Transit Fund	39,371	36,000	28,500	30,000
		187,755	182,934	143,592	126,031
Staffing History:					
	Assistant Recreation Specialist	-	-	0.35	0.39
	Assistant Supervisors	0.51	0.40	-	-
	Child Development Specialist	0.18	0.19	0.24	0.23
	Counselors	0.06	-	0.04	-
	Program Leaders	0.80	0.42	0.59	0.30
	Recreation Specialist			1.34	0.76
	Supervisors	2.14	1.98	-	-
<u> </u>	Total FTEs	3.69	2.99	2.56	1.68

Day Care Division (Continued)

			2008-09	2008-09	
		2007-08	Amended	Estimated	2009-10
		Actual	Budget	& Carryovers	Approved
Budget Detail					
Revenues:					
101-70-3336-0000	Daycare Program Fees	101,570	115,000	100,000	100,000
	Total Revenue	101,570	115,000	100,000	100,000
Expenditures:					
101-70-4002-0000	Part Time Wages	97,062	87,595	66,000	49,313
101-70-4004-0000	Overtime	1,882	1,000	200	200
101-70-4006-0000	Medicare	1,435	1,270	1,051	715
101-70-4008-6050	Retirement PARS	1,243	-	500	-
101-70-4008-6160	Retirement - PERS	9,022	20,269	13,000	11,447
	Total Personnel	110,643	110,134	80,751	61,675
101-70-4102-0000	Contracted Teaching Services	998	-	-	
101-70-4206-0000	Building Repair & Maint.	305	-	41	-
101-70-4324-0000	Facility Rental	26,870	28,000	28,000	25,956
101-70-4376-0000	Materials & Supplies	9,363	8,500	6,000	8,200
101-70-4486-0000	Trips & Events	205	-	-	-
101-70-4500-9025	Telephone	-	300	300	200
207-70-4208-0000	Bus Transportation	39,371	36,000	28,500	30,000
	Total Services & Supplies	77,112	72,800	62,841	64,356
	Total Expenditures	187,755	182,934	143,592	126,031
Rever	nues Over/(Under) Expenditures	(86,185)	(67,934)	(43,592)	(26,031)

Day Camp Division

			2008-09	2008-09	
		2007-08	Amended	Estimated	2009-10
		Actual	Budget	& Carryovers	Approved
Budget Sum	mary				
Daaget Gain	indi y				
Expenditures	by Type:				
	Personnel	105,979	103,379	103,379	64,694
	Services & Supplies	62,424	66,940	50,660	56,670
	Capital Outlay	-	-	-	-
		168,402	170,319	154,039	121,364
Expenditures	by Fund:				
101	General Fund	149,909	147,319	131,039	98,364
207	Prop . A Transit Fund	18,494	23,000	23,000	23,000
		168,402	170,319	154,039	121,364
Staffing Histor	ry:				
	Assistant Recreation Specialist	-	-	0.10	0.54
	Assistant Supervisors	0.37	0.58	-	-
	Child Development Specialist	0.09	0.15	0.22	0.20
	Counselors	1.72	2.16	1.38	0.13
	Program Leaders	0.90	0.35	0.87	0.45
	Recreation Specialist	-	-	0.85	0.59
	Supervisors	1.14	0.93	-	-
	Total FTEs	4.22	4.18	3.42	1.91

Day Camp Division (Continued)

•			2008-09	2008-09	
		2007-08	Amended	Estimated	2009-10
		Actual	Budget	& Carryovers	Approved
Budget Detail					
Revenues:					
	Daycamp Program Fees	93,913	125,000	110,000	110,000
101-72-3330-0000	Total Revenue	93,913	125,000	110,000	110,000
	Total Nevellue	93,913	123,000	110,000	110,000
Expenditures:					
101-72-4002-0000	Part Time Wages	92,152	87,207	87,207	51,896
101-72-4004-0000	Overtime	2,964	2,000	2,000	-
101-72-4006-0000	Medicare	1,379	1,265	1,265	752
101-72-4008-6050	Retirement PARS	1,842	1,407	1,407	-
	Retirement - PERS	7,641	11,500	11,500	12,047
	Total Personnel	105,979	103,379	103,379	64,694
101-72-4102-0000	Contracted Teacher Services	8,623	4,500	1,700	2,700
101 70 1000 0000	Deithing Dengin C Maint	000			
101-72-4206-0000	Building Repair & Maint.	600	-	-	-
101-72-4324-0000	Facility Rental	1,561	360	360	510
101-72-4376-0000	Materials & Supplies	14,281	20,642	16,000	16,000
101-72-4486-0000	Trins & Events	18,300	17,838	9,000	13,860
101-72-4-00-0000	Thps & Events	10,000	17,000	3,000	10,000
101-72-4500-9025	Utilities-Telephone	565	600	600	600
207-72-4208-0000	Bus Transportation	18,494	23,000	23,000	23,000
	Total Services & Supplies	62,424	66,940	50,660	56,670
	. J.a. Co. F.Coo & Cappines	V2,727	33,340	00,000	30,070
	Total Expenditures	168,402	170,319	154,039	121,364
	- O	(74.400)	(45.040)	(44.000)	(44.004)
Revenue	es Over/(Under) Expenditures	(74,489)	(45,319)	(44,039)	(11,364

Preschool Division

		2007-08	2008-09	2008-09	2009-10
			Amended	Estimated	
		Actual	Budget	& Carryovers	Approved
Budget Summary					
Budget Summary					
Expenditures by Type	9:				
	Personnel	504,158	660,116	594,543	542,689
	Services & Supplies	118,661	138,813	142,500	142,398
	Capital Outlay	-	-	-	-
		622,819	798,929	737,043	685,087
Expenditures by Fundament	d·				
101	General Fund	622,819	798,929	737,043	685,087
		622,819	798,929	737,043	685,087
Staffing History:					
- I I I I I I I I I I I I I I I I I I I	Assistant Recreation Specialist	-	_	3.86	4.94
	Assistant Supervisors	4.41	6.01	-	-
	Child Development Instructor	0.26	0.58	0.77	0.38
	Counselor	0.01	-	0.05	-
	Program Leader	0.12	-	-	-
	Recreation Coordinator	1.25	-	-	-
	Recreation Manager	0.37	0.36	0.40	-
	Recreation Specialist	8.00		8.42	6.82
	Recreation Supervisor		1.25	1.25	1.25
	Supervisors	7.60	8.35	-	-
	Total FTEs	22.02	16.54	14.75	13.38

Preschool Division (Continued)

Preschool Divisi			2008-09	2008-09	2009-10
		2007-08 Actual	Amended	Estimated	
			Budget	& Carryovers	Approved
Budget Detail					
Revenues:					
101-74-3336-0000	Droophool Drogram Food	604 424	910 000	775 000	90E 777
101-74-3330-0000	Preschool Program Fees	604,431	810,000	775,000	805,777
	Total Revenue	604,431	810,000	775,000	805,777
Expenditures:			1	<u> </u>	I
101-74-4001-0000	Full Time Salaries	63,647	70,463	70,462	75,001
101-74-4002-0000	Part Time Wages	368,754	447,249	412,249	350,743
101-74-4004-0000	Overtime	1,315	1,000	1,000	1,000
101-74-4006-0000	Medicare	6,312	7,507	7,507	6,173
101-74-4008-6050	Retirement PARS	3,759	-	4,400	-
101-74-4008-6160	Retirement - PERS	48,979	119,972	85,000	99,002
101-74-4010-0000	Cafeteria Benefit	10,336	12,875	12,875	10,020
101-74-4011-0000	Cell Phone Allowance	1,056	1,050	1,050	750
	Total Personnel	504,158	660,116	594,543	542,689
101-74-4102-0000	Contracted Teaching Services	17,168	10,000	6,000	3,000
101-74-4206-0000	Building Repair & Maint.	1,064	-	1,800	-
101-74-4324-0000	Facility Rental	60,063	98,700	98,700	119,398
101-74-4376-0000	Materials & Supplies	40,366	20,113	26,000	20,000
101-74-4454-0000	SMUSD Property Improvements	-	10,000	10,000	-
	Shade Structure		10,000		
	Total Services & Supplies	118,661	138,813	142,500	142,398
	Total Expenditures	622,819	798,929	737,043	685,087
Reve	nues Over/(Under) Expenditures	(18,388)	11,071	37,957	120,690

Teen Center Division

		2008-09 2008-09				
		2007-08	Amended	Estimated	2009-10	
		Actual	Budget	& Carryovers	Approved	
D 1 1 0						
Budget Summary						
Expenditures by Typ	ne.					
	Personnel	38,971	33,527	21,883	24,894	
	Services & Supplies	23,073	19,778	18,078	18,628	
	Capital Outlay	-	-	-	-	
		62,044	53,305	39,961	43,522	
Expenditures by Fur						
101	General Fund	62,044	53,305	39,961	43,522	
		62,044	53,305	39,961	43,522	
Ctaffin a History						
Staffing History:	Assistant Degraption Charlet			0.26	0.30	
	Assistant Recreation Specialist Assistant Supervisors	0.25	0.30	0.26	0.30	
	Program Leaders	0.25	0.30	0.31	-	
	Recreation Specialist	0.29	0.30		- 0.20	
	Supervisors	0.71	0.78	0.24	0.39	
	Total FTEs	1.25	1.38	0.81	0.69	
Budget Detail	TotalTTES	1.20	1.50	0.01	0.09	
9						
Revenues:						
101-76-3336-0000	Teen Center Program Fees	6,463	7,500	7,500	7,500	
	Total Revenue	6,463	7,500	7,500	7,500	
Fyman dityman						
Expenditures: 101-76-4002-0000	Part Time Wages	32,578	26,428	18,000	19,729	
101-76-4002-0000	Overtime	1,316	600	300	300	
101-76-4006-0000	Medicare	492	383	383	286	
101-76-4008-6050	Retirement PARS	5	303	200	200	
101-76-4008-6160	Retirement - PERS	4,581	6,116	3,000	4,580	
101-70-4000-0100	Total Personnel	38,971	33,527	21,883	24,894	
	Total Following	00,071	00,027	21,000	21,001	
101-76-4206-0000	Building Repair & Maintenance	4,187	500	1,800	1,800	
101-76-4324-0000	Facility Rental	6,820	6,828	6,828	6,828	
101 76 4276 0000	Materiale & Cumplies	44 200	12.000	0.500	0.000	
101-76-4376-0000	Materials & Supplies	11,399	12,000	8,500	9,000	
101-76-4500-9025	Utilities - Telephone	668	450	950	1,000	
					, = 3 0	
	Total Services & Supplies	23,073	19,778	18,078	18,628	
		00.5.1	#0.55	22.25		
	Total Expenditures	62,044	53,305	39,961	43,522	
Revei	nues Over/(Under) Expenditures	(55,581)	(45,805)	(32,461)	(36,022)	
110401	Experiences	(55,551)	(10,000)	(02,401)	(30,022)	

Gym Scheduling Division

		2007-08	2008-09	2008-09 Estimated	2009-10
			Amended		
		Actual	Budget	& Carryovers	Approved
				•	• •
Budget Summary					
Expenditures by Typ	pe:				
, ,,	Personnel	-	17,218	5,169	19,058
	Services & Supplies	-	4,000	4,000	-
	Capital Outlay	_	_	-	-
		-	21,218	9,169	19,058
Expenditures by Fu	nd:				
101	General Fund	-	21,218	9,169	19,058
		-	21,218	9,169	19,058
Staffing History:					
otannig motory:	Assistant Recreation Specialist	_	_	0.22	0.33
	Assistant Supervisors		0.54	-	- 0.00
	Program Leader	_	-	0.09	0.33
	Recreation Specialist	_	_	-	0.46
	Total FTEs	-	0.54	0.31	1.12
Budget Detail					
Revenues:					
101-78-3336-0000	Program Fees	_	15,000	_	40,000
	Total Revenue	-	15,000	-	40,000
Expenditures:					
101-78-4002-0000	Part Time Wages	_	13,820	5,000	18,218
101-78-4006-0000	Medicare	_	200	94	264
101-78-4008-6050	Retirement PARS	_	3,198	75	576
101-78-4008-6160	Retirement - PERS	_	-	700	-
	Total Personnel	-	17,218	5,169	19,058
101-78-4150-0000	Other Contract Services		4,000	4,000	
101-76-4130-0000	Fingerprinting/Backgrounds		4,000	7,000	
	Total Convices 9 Complies		4.000	4.000	
	Total Services & Supplies	-	4,000	4,000	-
	Total Expenditures	-	21,218	9,169	19,058
Rever	nues Over/(Under) Expenditures		(6,218)	(9,169)	20,942

Kindercare Division

			2008-09	2008-09	
		2007-08	Amended	Estimated	2009-10
		Actual	Budget	& Carryovers	Approved
Budget Summary					
Expenditures by Type	e:				
	Personnel	64,041	65,826	63,649	67,719
	Services & Supplies	47,983	50,250	48,962	48,443
	Capital Outlay	-	-	-	-
		112,024	116,076	112,611	116,162
Expenditures by Fun	d:				
101	General Fund	84,295	87,076	83,611	87,162
207	Prop . A Transit Fund	27,729	29,000	29,000	29,000
		112,024	116,076	112,611	116,162
Staffing History:					
	Assistant Recreation Specialist	-	-	0.60	0.50
	Assistant Supervisors	0.21	-	-	-
	Child Development Specialist	0.15	-	0.24	0.23
	Counselors	0.41	-	-	-
	Program Leaders	0.45	0.60	0.62	0.38
	Recreation Specialist	-	-	0.70	0.80
	Supervisors	1.14	1.28	-	-
	Total FTEs	2.36	1.89	2.16	1.90

Kindercare Division (Continued)

Milidercale Divisi			2008-09	2008-09	
		2007-08	Amended	Estimated	2009-10
		Actual	Budget	& Carryovers	Approved
Budget Detail					
Revenues:					
101-80-3336-0000	Kindercare Program Fees	91,318	95,000	80,000	81,900
	Total Revenue	91,318	95,000	80,000	81,900
Expenditures:					
101-80-4002-0000	Part Time Wages	56,526	52,192	52,192	54,242
101-80-4004-0000	Overtime	1,662	800	100	100
101-80-4006-0000	Medicare	844	757	757	787
101-80-4008-6050	Retirement PARS	1,074	-	400	-
101-80-4008-6160	Retirement - PERS	3,935	12,077	10,200	12,591
	Total Personnel	64,041	65,826	63,649	67,719
101-80-4102-0000	Contracted Teaching Services	-	-	321	-
101-80-4206-0000	Building Repair & Maint.	75	-	41	-
101-80-4324-0000	Facility Rental	13,571	14,000	14,000	13,843
101-80-4376-0000	Materials & Supplies	6,508	7,050	5,600	5,600
101-80-4500-9025	Telephone	100	200	-	-
207-80-4208-0000	Bus Transportation	27,729	29,000	29,000	29,000
	Total Services & Supplies	47,983	50,250	48,962	48,443
	Total Expenditures	112,024	116,076	112,611	116,162
Rever	ues Over/(Under) Expenditures	(20,707)	(21,076)	(32,611)	(34,262)

San Marino Center Division

			2008-09	2008-09	2009-10
		2007-08	Amended	Estimated	
		Actual	Budget	& Carryovers	Approved
Budget Summary					
Expenditures by Type:					
	Personnel	7,090	50,409	16,314	38,632
	Services & Supplies	13,944	52,712	33,300	58,240
	Capital Outlay	23,087	3,800	3,800	6,600
		44,121	106,921	53,414	103,472
Expenditures by Fund:					
105	San Marino Center Fund	21,034	103,121	49,614	96,872
394	Capital Projects Fund	23,087	3,800	3,800	-
591	Capitalized Equipment Fund	-	-	-	6,600
		44,121	106,921	53,414	103,472
	Original Budget		103,121		
	Amendments		3,800		
	Amended Budget		106,921		
Staffing History:					
	Assistant Recreation Specialist	-	-	0.08	-
	Child Development Specialist	0.13	0.50	0.32	0.48
	Program Leader	0.01	-	0.04	-
	Recreation Specialist	-	-	-	0.38
	Supervisors	0.03	0.67	-	-
	Total FTEs	0.17	1.17	0.44	0.85

San Marino Center Division (Continued)

	iter Division (Continued)		2008-09	2008-09	
		2007-08	Amended	Estimated	2009-10
		Actual	Budget	& Carryovers	Approved
Budget Detail					
Revenues:					
105-82-3502-0000	Rents & Concessions	(850)	34,400	15.000	37,150
100 02 0002 0000	Total Revenue	(850)	34,400	15,000	37,150
		Ì			
Expenditures:					
105-82-4001-0000	Full Time Salaries	-	-	-	
105-82-4002-0000	Part Time Wages	6,132	40,460	·	30,989
105-82-4004-0000	Overtime	-	-		-
105-82-4006-0000	Medicare	89	587		449
105-82-4008-6050	Retirement PARS	9	-		-
105-82-4008-6160	Retirement-PERS	861	9,362		7,193
	Total Personnel	7,090	50,409	16,314	38,632
105-82-4150-0000	Other Contract Services	1,180	15,302	5.000	20,130
100-62-4100-0000		1,100		5,000	20,130
	Custodial		10,502		-
	Building Attendant		-		2,880
	Security Guard		-		11,250
	Special Event Insurance		4,800		6,000
105-82-4206-0000	Building Danair & Maintanana	4 000	10.210	11 000	10 110
105-82-4206-0000	Building Repair & Maintenance	4,889	10,210	11,000	18,110
	Custodial				6,000
	Security System				1,010
	Other				11,100
105-82-4316-0000	Equipment Repair & Maintenance	-	1,000	200	200
105-82-4376-0000	Materials & Supplies	2,106	4,800	2,400	4,000
105-82-4500-1980	Utilities-Electricity	2,557	16,000	12,500	13,000
105-82-4500-4950	Utilities-Gas	2,662	3,240	1,500	2,000
105-82-4500-9025	Utilities-Telephone	-	900	-	-
105-82-4500-9460	Utilities-Water	551	1,260	15,000 15,000 15,000 15,000 164 7 200 450 2 500 16,314 2 5,000 2 11,000 11,000 12,500 12,500 1,500 1,500 1,500 1,500 1,500 1,500 1,500 1,500 1,500 1,500 1,500 1,500	800
	Total Services & Supplies	13,944	52,712	33,300	58,240
394-82-4600-2535	Floor Repair	1,775	-	_	
334-02-4000-2333	1 loor repail	1,775	_	_	
394-82-4600-5555	Paint	11,200	3,800	3,800	-
394-82-4600-9505	Window Treatments	10,112	-	-	-
591-82-4613-8280	Capitalized Equipment	-	-	-	6,600
	Tables & Chairs				6,600
	Total Capital Expenditures	23,087	3,800	3,800	6,600
	Total Expenditures	44,121	106,921	53,414	103,472
	Revenues Over/(Under) Expenditures	(44,971)	(72,521)	(38,414)	(66,322)

Thurnher House Division

			2008-09	2008-09	
		2007-08	Amended	Estimated	2009-10
		Actual	Budget	& Carryovers	Approved
Budget Summary					
Expenditures by Type:					
	Personnel	17,206	24,450	19,756	31,049
	Services & Supplies	11,245	14,388	12,438	12,690
	Capital Outlay	-	-	-	-
		28,451	38,838	32,194	43,739
Expenditures by Fund:					
206	County Park Prop. A Fund	28,451	38,838	32,194	43,739
		28,451	38,838	32,194	43,739
Staffing History:					
	Assistant Recreation Specialist	-	-	0.15	-
	Child Development Specialist	0.36	0.50	0.33	0.48
	Recreation Specialist	-	-	0.04	0.35
	Total FTEs	0.36	0.50	0.52	0.83

Thurnher House Division (Continued)

	e Division (Continued)		2008-09	2008-09	
		2007-08	Amended Budget	Estimated & Carryovers	2009-10
		Actual			Approved
Budget Detail			_ a.a.g		
Revenues:					
206-00-3203-3420	Prop A County Park Bond Funds	21,429	38,838	32,199	43,739
	Total Revenue	21,429	38,838	32,199	43,739
Expenditures:					
206-84-4002-0000	Part Time Wages	14,608	19,625	18,500	30,606
206-84-4004-0000	Overtime	131	10,020	10,000	-
206-84-4006-0000	Medicare	214	285	256	444
206-84-4008-6050	Retirement-PARS	-	-	600	-
206-84-4008-6160	Retirement-PERS	2,254	4,541	400	
200 01 1000 0100	Total Personnel	17,206	24,450	19,756	31,049
		,	,	,	,
206-84-4150-0000	Other Contract Services	4,212	4,400	4,400	-
206-84-4206-0000	Building Repair & Maintenance	5,743	5,738	5,738	9,940
200 01 1200 0000	Security System Svcs	0,7 10	540	0,700	540
	Janitorial		3,498		4200
	Landscape Maintenance		900		900
	Replace Counter Tops				3000
	Misc.				500
	Heater Maint.		800		800
206-84-4376-0000	Materials & Supplies	522	1,800	1,800	1,800
206-84-4500-1980	Utilities-Electricity	_	900	_	
	Cumulos Electricity				
206-84-4500-4950	Utilities-Gas	584	650	200	650
206-84-4500-9025	Utilities-Telephone	186	300	300	300
206-84-4500-9460	Utilities-Water	-	600	-	-
	Total Services & Supplies	11,245	14,388	12,438	12,690
		.,	.,	, - 50	,500
	Total Expenditures	28,451	38,838	32,194	43,739
P	evenues Over/(Under) Expenditures	(7,022)	(0)	5	(0)

Housing Rehabilitation Division

			2008-09	2008-09	
		2007-08	Amended	Estimated	2009-10
		Actual	Budget	& Carryovers	Approved
Budget Summary					
Francis ditament has Trans					
Expenditures by Type		2.076	4,288	4,288	
	Personnel	3,876			- 20,000
	Services & Supplies	34,430	42,880	42,880	20,000
	Capital Outlay	38,306	47,168	- 47,168	20,000
	+	30,300	47,100	47,100	20,000
Expenditures by Fund	:		I	L	
204	CDBG Fund	38,306	47,168	47,168	20,000
		38,306	47,168	47,168	20,000
	Original Budget		21,284		
	Amendments		25,884		
	Amended Budget		47,168		
Staffing History:					
	Administrative Analyst	0.07	0.07	0.07	-
	Total FTEs	0.07	0.07	0.07	-
Budget Detail					
Expenditures:	Te u.e.		4.000	4.000	
204-86-4001-0000	Full Time Salaries	-	4,288	4,288	-
204-86-4002-0000	Part Time Wages	3,086	-	-	-
204-86-4006-0000	Medicare	49	-	-	-
204-86-4008-6160	Retirement - PERS	443	-	-	-
204-86-4010-0000	Cafeteria Benefit	298	-	-	-
204-86-4011-0000	Cell Phone Allowance	-	-	-	-
	Total Personnel	3,876	4,288	4,288	-
204-86-4352-0000	Housing Rehabilitation Grants	34,430	42,880	42,880	20,000
	Total Services & Supplies	34,430	42,880	42,880	20,000
	Total Expenditures	38,306	47,168	47,168	20,000

Senior Outreach Division

			2008-09	2008-09	2009-10
		2007-08	Amended	Estimated	
		Actual	Budget	& Carryovers	Approved
Budget Summary					
Expenditures by Type	9:				
	Personnel	9,492	10,061	10,000	10,264
	Services & Supplies	-	-	-	-
	Capital Outlay	-	-	-	-
		9,492	10,061	10,000	10,264
Expenditures by Fund	d:				
204	CDBG Fund	9,492	10,061	10,000	10,264
	obso i una	9,492	10,061	10,000	10,264
Staffing History:					
	Recreation Manager	0.15	0.08	0.90	0.10
	Total FTEs	0.15	0.08	0.90	0.10
Budget Detail					
Expenditures:					
204-88-4002-0000	Part Time Wages	7,544	7,607	7,365	7,507
204-88-4006-0000	Medicare	119	110	123	109
204-88-4008-6160	Retirement - PERS	1,065	1,709	1,822	1,743
204-88-4010-0000	Cafeteria Benefit	764	635	690	906
	Total Personnel	9,492	10,061	10,000	10,264
	Total Expenditures	9,492	10,061	10,000	10,264

Crowell Public Library

The San Marino Crowell Public Library enriches and advances the intellectual, cultural, and creative vitality of San Marino by facilitating information that support the interests of the community. Pursuant to its mission, "The 21st Century Crowell Public Library provides: a gathering place, an information center, a technology hub and a book and media collection to serve the educational, cultural and recreational interests of people of all ages."

The Library Board of Trustees, appointed by the City Council for three year terms, provides guidance on the needs, policy, and budget considerations of the library. The Trustees meet monthly to review the goals established for the library; identify new opportunities; and give feedback on ongoing services and programs.

The Crowell Public Library receives funding primarily from the General Fund. Other sources of funding include donations, gifts, grants, fines and fees, library interexchange loans, and rentals. In FY 2009-10, the Friends of the Crowell Public Library, will continue to play a vital role in the operations of the Library through a \$48,000 donation, which will be utilized for Children's programming, books, and author lectures. In addition, the Friends will continue their support of the One City/One Book Program, which last year was very successful and attracted hundreds of patrons to the various programs, discussions, and field trips.

Other sources of support for the Crowell Public Library include the San Marino Public Library Foundation. The Foundation was instrumental in fundraising for the construction of the new library. Now that the new facility is underway, the Foundation is transitioning to an endowment that will address the future capital needs of the library.

In FY 2008-09, the Department was consolidated with the Recreation Department to better collaborate on community needs and programs. Though the mission of each department is entirely different, the collaboration has helped strategize efforts, share resources, maximize services and reduce costs to the City.

The majority of the library's budget (70%) is allocated to personnel to facilitate the overall functions and activities of the library. One Director, one City Librarian, five Librarians, and approximately 25 part time staff help support the Library's operations. Staff time is carefully scheduled and monitored to ensure not only quality of service, but also efficient operations.

Other budget allocations include the purchase of new materials, books, and items. Staff determines the categories of materials needed, including books, electronic resources, periodicals (magazines and newspapers), standing orders (annuals, directories, etc.), foreign language materials, audiovisual, cataloging and processing services from vendors. There are many factors determine the Library's collection priorities. Among those are usage statistics (circulation, inlibrary use, database use, etc.), demand, demographics, grants, library trends, changes in technology, rising costs, and capacity. In 2009-10, a Strategic Plan will confirm if collection needs are being met. Public surveys, focus group meetings, inventory analysis, and research are expected to facilitate the development of this plan.

Accomplishments 08/09:

- Conducted First Year Anniversary of the Crowell Public Library.
- New organizational structure: Recreation and Library consolidated.
- Restructured Library Board of Trustees to clarify role and ensure outcomes.
- Joint Recreation and Library Information Guide.
- Improved communications: Newsletter, recreation guide, in-library notices, press-releases, joint presidents
 meeting of affiliated groups, librarians meet weekly, staff meets monthly.
- Completed 2 adult and 2 children department special programs each month; 17 children's storytimes a month.
- Conducted a comprehensive collection evaluation program begun by librarians.
- Supported the Friends in their second successful One Book/One City Program (Flower Confidential).
- Provided outreach to Chinese community through Chinese Club; sought active Chinese involvement in advising on purchases in Chinese collection.
- Pursued and received various donations and grants.
- Circulated approximately 17,000 materials each month.

- Filled all vacant positions.
- Streamlined processing of books; reduced turn-around time from receipt of new book to on-shelf.
- Hosted senior programming, including weekly "Brain Aerobics".
- Exceeded revenue expectations from room rentals.
- Recruited and trained over 200 volunteers; conducted recognition ceremony in May.
- Implemented community calendar
- Facilitated Art Gallery opening.
- Improved marketing: banners, newsletter, Twitter, Facebook, Wikipedia

Goals 2009-10:

- Pursue marketing and signage alternatives.
- Automate overdue notices/books "almost due" notices.
- Continue collection evaluation by librarians.
- Seek grants for senior programming/outreach.
- Complete a Strategic Plan to identify community directed programming; to facilitate collection needs; and to identify future library needs.
- Increase senior programming/outreach, in collaboration with the Recreation Dept.
- Implement Passport Service Program.
- Seek additional ways to enhance revenue.
- Support San Marino Grand Classic Car Show, sponsored by the Foundation.
- Review and enhance policy and procedure; develop a manual for Trustee approval.
- Outreach and collaborate with community groups on library services.
- Seek no-cost opportunities for staff development.
- Work weekly with the Librarians on the administrative and supervisory needs of the library.
- Coordinate with Friends on library needs and programming. Provide ongoing support to the Friends in the delivery of activities and services.
- Seek continued guidance from the Trustees on the ongoing needs of the library.

Crowell Public Library Summary

			2008-09	2008-09	
		2007-08	Amended	Estimated	2009-10
		Actual	Budget	& Carryovers	Approved
Expenditures by Typ					
	Personnel Totals	623,783	834,949	733,757	885,990
	Services & Supplies Totals	310,233	372,963	341,393	409,565
	Operating Expenditures	934,016	1,207,912	1,075,150	1,295,555
	Capital Outlay Totals	7,234,584	431,121	290,518	-
	Total Expenditures	8,168,600	1,639,033	1,365,668	1,295,555
	<u> </u>				
Expenditures by Fun		201010		1 00 1 0 0 0	
101	General Fund	934,016	1,197,612	1,064,850	1,247,555
281	Restricted Donations Fund	-	10,300	10,300	48,000
394	Capital Projects Fund	7,234,584	431,121	290,518	-
591	Capitalized Equipment Fund	-	-	-	-
		8,168,600	1,639,033	1,365,668	1,295,555
Staffing History:					
	Community Services Director	-	0.50	0.50	0.50
	City Librarian	0.75	1.00	1.00	1.00
	Library Operations Manager	0.50	-	-	-
	Librarian III	3.00	3.00	2.00	2.00
	Librarian I	2.25	1.00	2.62	2.60
	Librarian	-	0.48	-	-
	Library Assistant	1.65	2.85	1.86	2.94
	Library Monitor	0.11	0.48	0.23	0.29
	Administrative Analyst	-	-	-	0.50
	Library Clerk I	0.62	1.58	0.09	-
	Library Clerk II	3.37	4.48	4.66	5.10
	Page	0.96	2.38	1.73	1.73
	Total FTEs	13.21	17.73	14.69	16.65

Crowell Public Library Summary (Continued)

			2008-09	2008-09	
		2007-08	Amended	Estimated	2009-10
		Actual	Budget	& Carryovers	Approved
Budget Detail					
101-XX-4001-0000	Full Time Salaries	390,435	419,906	378,694	457,059
101-XX-4002-0000	Part Time Wages	123,402	253,575	203,232	253,477
101-XX-4004-0000	Overtime	689	-	250	-
101-XX-4006-0000	Medicare	7,388	9,736	8,641	10,316
101-XX-4008-6050	Retirement PARS	4,323	9,004	7,500	9,306
101-XX-4008-6160	Retirement - PERS	57,157	99,738	92,450	107,334
101-XX-4010-0000	Cafeteria Benefit	39,977	42,690	42,690	47,598
101-XX-4011-0000	Cell Phone Allowance	413	300	300	900
	Total Personnel	623,783	834,949	733,757	885,990
101-XX-4150-0000	Other Contract Services	17,013	35,812	72,000	55,886
101-XX-4206-0000	Building Repair & Maintenance	22,162	27,500	30,000	28,500
101-XX-4316-0000	Equipment Repair & Maintenance	73,762	77,128	61,500	83,199
101-XX-4370-0000	Library Materials	77,463	-	-	-
101-XX-4370-0335	Library Materials/Books	-	23,370	23,370	46,100
101-XX-4370-1985	Library Mat.s-Electronic Resrc	-	27,930	30,314	33,600
101-XX-4370-4955	Library Mat.s-Non-book	-	9,500	9,500	-
101-XX-4370-6805	Library Materials-Print Subscriptions	-	-	-	8,700
101-XX-4370-8585	Library Mat.s-Standing Orders	-	14,200	14,200	11,600
101-XX-4376-0000	Supplies	20,592	14,400	16,500	14,000
101-XX-4376-3483	Supplies-Board of Trustees	-	6,703	6,703	-
101-XX-4396-0000	Memberships & Dues	4,786	4,500	4,664	3,980
101-XX-4398-0000	Mileage	582	600	600	300
101-XX-4399-0000	Non-Capitlized Equipment	-	-	-	3,500
101-XX-4412-0000	Postage	8	300	29	100
101-XX-4420-0000	Printing	368	500	2,500	5,000
101-XX-4468-0000	Staff Development	581	1,040	1,800	-
101-XX-4468-3965	LSTA Staff Education Grant	5,235	2,500	-	-
101-XX-4480-0000	Travel & Meetings	14,974	400	413	600
101-XX-4500-1980	Utilities-Electricity	53,674	81,000	50,000	57,000
101-XX-4500-4950	Utilities-Natural Gas	14,165	30,000	3,500	6,000
101-XX-4500-9025	Utilities-Telephone	4,258	1,680	3,500	3,500
101-XX-4500-9460	Utilities-Water	611	3,600	-	-
		310,233	362,663	331,093	361,565
281-XX-4150-0000	Other Contract Services	-	-	-	7,025
281-XX-4370-0335	Library Materials/Books	-	-	-	25,800
281-XX-4370-0775	Childrens' Books	-	5,200	5,200	-
281-XX-4370-0776	Chinese Language Materials	-	4,100	4,100	5,000
281-XX-4370-0777	Adults' Books	-	1,000	1,000	
281-XX-4370-4955	Library Mat.s-Non-book	-	-	-	2,950
281-XX-4376-0000	Supplies	-	-	-	7,225
		-	10,300	10,300	48,000

Library Administration Division

			2008-09	2008-09	
		2007-08	Amended	Estimated	2009-10
		Actual	Budget	& Carryovers	Approved
Budget Summary					
Expenditures by Type:					
	Personnel	623,783	831,974	731,416	332,409
	Services & Supplies	310,233	372,963	341,393	242,325
	Capital Outlay	7,234,584	431,121	290,518	-
		8,168,600	1,636,058	1,363,327	574,734
Expenditures by Fund:					
101	General Fund	934,016	1,194,637	1,062,509	574,734
281	Restricted Donations Fund	-	10,300	10,300	-
394	Capital Projects Fund	7,234,584	431,121	290,518	-
591	Capital Equipment Fund	-	-	-	-
		8,168,600	1,636,058	1,363,327	574,734
	Original Budget		1,185,195	-	
	Amendments		450,863		
	Amended Budget		1,636,058		
Staffing History:					
otanning riiotory.	Community Services Director	-	0.50	0.50	0.50
	City Librarian	0.75	1.00	1.00	0.90
	Library Operations Manager	0.50	-	_	-
	Librarian III	3.00	3.00	2.00	0.30
	Librarian I	2.25	1.00	2.62	-
	Librarian	-	0.48	-	-
	Library Assistant	1.65	2.85	1.86	-
	Library Monitor	0.11	0.48	0.23	-
	Administrative Analyst	-		-	0.50
	Library Clerk I	0.62	1.58	0.09	-
	Library Clerk II	3.37	4.48	4.66	1.50
	Page	0.96	2.38	1.73	-
	Total FTEs	13.21	17.73	14.69	3.70

Library Administration Division (Continued)

			2008-09	2008-09	
		2007-08	Amended	Estimated	2009-10
		Actual	Budget	& Carryovers	Approved
Budget Detail			_		
-					
	E II E O L :	000 105	110.000	070.004	000.000
		390,435	419,906	378,694	236,928
	_	123,402	250,747	201,532	11,125
		689	-	100	-
		7,388	9,695	8,600	3,609
		4,323	8,898	7,500	417
		57,157	99,738	92,000	54,998
101-90-4010-0000	Cafeteria Benefit	39,977	42,690	42,690	24,492
101-90-4011-0000	Cell Phone Allowance	413	300	300	840
101-90-4014-0000	Unemployment Payments	-	-	-	-
	Total Personnel	623,783	831,974	731,416	332,409
101-90-4150-0000	Other Contract Services	17,013	35,812	72,000	47,686
	Anti-Virus Software				1,061
	Chinese Cataloger		5,000	Moved to Proce	
	Computer Netw ork/Technical Maintenance		17,712		45,000
	Book Preparation		4,900		-
	OCLC Cataloging, ILL, Connect		3,200		-
	Board of Trustees Expenses		5,000		-
	MH Software		.,		775
	Grant Subscription				350
	Credit Card Fees				500
101 00 1000 0000	Duilding Danais 9 Maintanana	22.402	07.500	20,000	20.500
Expenditures: 01-90-4001-0000 Full Time Salaries 01-90-4002-0000 Part Time Wages 01-90-4004-0000 Overtime 01-90-4006-0000 Medicare 01-90-4008-6050 Retirement PARS 01-90-4010-0000 Cafeteria Benefit 01-90-4011-0000 Cafeteria Benefit 01-90-4014-0000 Unemployment Payments Total Person 01-90-4150-0000 Other Contract Services Anti-Virus Softw Chinese Catala Computer Network/Technical Maintena Book Prepara OCLC Cataloging, ILL, Con Board of Trustees Exper MH Softw Grant Subscrip Credit Card F 01-90-4206-0000 Building Repair & Maintenance Custodial Serv Miscellane 01-90-4316-0000 Equipment Repair & Maintenance Cash Reg Checkpoint Sec Elev Fire Extinguish Horizon & 3rd Party Prod Photocopy Mac Security Sys Micre		22,162	27,500	30,000	28,500
			24,000		25,000
	Miscellaneous		3,500		3,500
101-90-4316-0000	Equipment Repair & Maintenance	73,762	77,128	61,500	83,199
	Cash Register		195		200
	Checkpoint Security		561		-
	⊟evator		1,666		2,856
	Fire Extinguishers		350		350
	Horizon & 3rd Party Products		63,650		63,833
	HVAC		5,000		10,000
	Photocopy Machine		3,000		2,100
	Security System		2,106		2,300
	Microfilm		600		600
	Net Nanny		000		960
	rectivating				300

Library Administration Division (Continued)

				2008-09	2008-09	
101-90-4370-0000 Library Materials 77,463 -					Estimated	2009-10
101-90-4370-0335				Budget	& Carryovers	Approved
281-90-4370-0775 Childrens' Books -	370-0000 Libr	00 Library Materials	77,463	-	-	-
281-90-4370-0775 Childrens' Books -	370-0335 Libr	35 Library Materials/Books	-	23,370	23,370	_
281-90-4370-0776 Chinese Language Materials -						
281-90-4370-0777	·370-0775 Chil	75 Childrens' Books	-	5,200	5,200	-
101-90-4370-1985	370-0776 Chi	76 Chinese Language Materials	-	4,100	4,100	-
101-90-4370-4955	.370-0777 Adı	77 Adults' Books	-	1,000	1,000	-
101-90-4370-8585 Library Mat.s-Standing Orders - 14,200 14,200 101-90-4376-0000 Supplies 20,592 14,400 16,500	370-1985 Libr	B5 Library Mat.s-Electronic Resrc	-	27,930	30,314	-
101-90-4376-0000 Supplies 20,592 14,400 16,500	370-4955 Libr	55 Library Mat.s-Non-book	-	9,500	9,500	=
101-90-4376-0000 Supplies 20,592 14,400 16,500	270 9595 Lib	Library Mat & Standing Orders		14 200	14 200	
Community Calendar Miscellaneous 14,000	370-6565 LIDI	Library Mat.s-Standing Orders	-	14,200	14,200	-
Miscellaneous	376-0000 Sup		20,592		16,500	3,200
101-90-4376-3483 Supplies-Board of Trustees - 6,703 6,703 101-90-4396-0000 Memberships & Dues 4,786 4,500 4,664 180						- 2.200
101-90-4396-0000 Memberships & Dues		Miscellaneous		14,000		3,200
American Library Association 180 California Library Association 700 CALIFA -	376-3483 Sup	Supplies-Board of Trustees	-	6,703	6,703	-
American Library Association 180 California Library Association 700 CALIFA -	396-0000 Mei	00 Memberships & Dues	4 786	4 500	4 664	3,980
California Library Association 700		·	1,7 00		1,001	-
SIRSI User Group 120				700		-
Metropolitan Cooperative Library System 3,500 101-90-4398-0000 Mileage 582 600 600 600 101-90-4399-0000 Non-Capitlized Equipment 101-90-4412-0000 Postage 8 300 29 101-90-4420-0000 Printing 368 500 2,500 101-90-4468-0000 Staff Development 581 1,040 1,800 101-90-4468-3965 LSTA Staff Education Grant 5,235 2,500 - 101-90-4468-0000 Travel & Meetings 14,974 400 413 101-90-4480-0000 Travel & Meetings 14,974 400 413 101-90-4500-1980 Utilities-Electricity 53,674 81,000 50,000 101-90-4500-4950 Utilities-Natural Gas 14,165 30,000 3,500 101-90-4500-4500 101-90-4500-4500 101-90-4500-4500 101-90-4500-4500 101-90				-		360
101-90-4398-0000 Mileage 582 600 600 101-90-4399-0000 Non-Capitlized Equipment - - -						120
101-90-4399-0000		Metropolitan Cooperative Library System		3,500		3,500
Passport Equipment	398-0000 Mile	00 Mileage	582	600	600	60
Passport Equipment	1399-0000 Nor	Non-Capitlized Equipment	_		_	3,500
101-90-4420-0000 Printing 368 500 2,500 101-90-4468-0000 Staff Development 581 1,040 1,800 101-90-4468-3965 LSTA Staff Education Grant 5,235 2,500 - 101-90-4480-0000 Travel & Meetings 14,974 400 413 Local Meetings 400 101-90-4500-1980 Utilities-Electricity 53,674 81,000 50,000 101-90-4500-4950 Utilities-Natural Gas 14,165 30,000 3,500	1401					3,500
101-90-4420-0000 Printing 368 500 2,500 101-90-4468-0000 Staff Development 581 1,040 1,800 101-90-4468-3965 LSTA Staff Education Grant 5,235 2,500 - 101-90-4480-0000 Travel & Meetings 14,974 400 413 Local Meetings 400 101-90-4500-1980 Utilities-Electricity 53,674 81,000 50,000 101-90-4500-4950 Utilities-Natural Gas 14,165 30,000 3,500	1440 0000 D-	20 Brothers	0	200	00	400
101-90-4468-0000 Staff Development 581 1,040 1,800 101-90-4468-3965 LSTA Staff Education Grant 5,235 2,500 - 101-90-4480-0000 Travel & Meetings 14,974 400 413 Local Meetings 400 101-90-4500-1980 Utilities-Electricity 53,674 81,000 50,000 101-90-4500-4950 Utilities-Natural Gas 14,165 30,000 3,500	412-0000 Pos	DO Postage	8	300	29	100
101-90-4468-3965 LSTA Staff Education Grant 5,235 2,500 - 101-90-4480-0000 Travel & Meetings 14,974 400 413 Local Meetings 400 101-90-4500-1980 Utilities-Electricity 53,674 81,000 50,000 101-90-4500-4950 Utilities-Natural Gas 14,165 30,000 3,500	420-0000 Prin	00 Printing	368	500	2,500	5,000
101-90-4480-0000 Travel & Meetings 14,974 400 413 Local Meetings 400 101-90-4500-1980 Utilities-Electricity 53,674 81,000 50,000 101-90-4500-4950 Utilities-Natural Gas 14,165 30,000 3,500	468-0000 Sta	00 Staff Development	581	1,040	1,800	-
101-90-4480-0000 Travel & Meetings 14,974 400 413 Local Meetings 400 101-90-4500-1980 Utilities-Electricity 53,674 81,000 50,000 101-90-4500-4950 Utilities-Natural Gas 14,165 30,000 3,500						
Local Meetings 400 101-90-4500-1980 Utilities-Electricity 53,674 81,000 50,000 101-90-4500-4950 Utilities-Natural Gas 14,165 30,000 3,500	468-3965 LST	65 LSTA Staff Education Grant	5,235	2,500	-	
101-90-4500-1980 Utilities-Electricity 53,674 81,000 50,000 101-90-4500-4950 Utilities-Natural Gas 14,165 30,000 3,500	480-0000 Tra	700 Travel & Meetings	14,974	400	413	600
101-90-4500-4950 Utilities-Natural Gas 14,165 30,000 3,500		Local Meetings		400		600
	500-1980 Utili	30 Utilities-Electricity	53,674	81,000	50,000	57,000
	500-4950 Utili	50 Utilities-Natural Gas	14.165	30.000	3.500	6,000
101-90-4500-9025 Utilities-Telephone 4,258 1,680 3,500					·	
	500-9025 Utili	25 Utilities-Telephone	4,258	1,680	3,500	3,500
101-90-4500-9460 Utilities-Water 611 3,600 -	500-9460 Utili	0 Utilities-Water	611	3,600	-	-
Total Services & Supplies 310,233 372,963 341,393		Total Services & Supplies	310.233	372.963	341.393	242,325

Library Administration Division (Continued)

			2008-09	2008-09	
		2007-08	Amended	Estimated	2009-10
		Actual	Budget	& Carryovers	Approved
394-90-4104-3450	Design (Harley Ellis)	38,152	-	-	-
394-90-4104-3485	Engineering & Design (KPFF)	7,095	-	-	-
394-90-4105-3485	Library Construction Management	313,710	-	-	-
394-90-4150-3450	Moving & Storage	23,573	6,983	8,427	-
394-90-4150-3480	Library Capital Campaign	-	-	-	-
394-90-4150-3485	Other Contract Services	-	-	-	-
394-90-4600-0001	Demolition	-	21,318	21,318	-
394-90-4600-0002	Grading, Site Concrete, Paving	429,217	-	-	-
394-90-4600-0003	Landscape & Irrigation	137,552	34,984	32,000	-
394-90-4600-0004	Structural Steel & Metal Decking	311,542	-	-	-
394-90-4600-0005	Roofing & Sheet Metal	458,319	3,193	3,193	-
394-90-4600-0006	Millwork	326,971	-	-	-
394-90-4600-0007	Drywall, Metal Framing, Door Frames,	891,083	-	-	-
394-90-4600-0008	Lath & Plaster	329,275	-	-	-
394-90-4600-0009	Hard Tile	91,779	-	-	-
394-90-4600-0010	Acoustical Ceilings	119,687	-	-	-
394-90-4600-0011	Flooring	144,035	-	-	-
394-90-4600-0012	Painting	121,386	-	-	_
394-90-4600-0013	Glazing	461,193	51,141	51,244	_
394-90-4600-0015	Fire Protection	43,889	13,181	13,181	_
394-90-4600-0016	Plumbing	120,551	-	-	
394-90-4600-0017	HVAC	837,216	151,621	147,248	_
394-90-4600-0018	Electrical	730,336	-		
394-90-4600-0019	Permanent Signage	97,521	2,479	_	
394-90-4600-0020	Shelving	175,180	-, 0	_	
394-90-4600-0021	Elevator	71,528	9,350	9,350	_
394-90-4600-0022	Raised Floor System	167,703		-	
394-90-4600-0023	CM Authority Contingency	5,328	25,820	_	
394-90-4600-0024	Inspection Fees	12,756	20,020	_	
394-90-4600-0025	Printing	12,730		_	
394-90-4600-0026	Utilities	788		(2,779)	
394-90-4600-0027	Furnishings & Equipment	761,758	100,258	(3,447)	
394-90-4600-0027	Plan Check Fees	261	100,230	(3,447)	
394-90-4600-0028	Site Prep. (Fencing, Portable Toilets	5,203		(12)	
394-90-4000-0030	Site Fiep. (Felicing, Foliable Tollets	5,205		(12)	
394-90-4600-1120	Crain Art Gallery	_	10,795	10,795	
394-90-4000-1120	Crain Art Gallery	-	10,795	10,795	
E01 00 4613 0000	Capitalized Equipment			_	
591-90-4613-0000		-	-	-	
	Integrated Library System (Carryover)		-		
	Tatal Cast Sal Faces III	7 004 504	404 404	200 540	
	Total Capital Expenditures	7,234,584	431,121	290,518	-
		0.400.000	4 000 050	4 000 00=	4
	Total Expenditures	8,168,600	1,636,058	1,363,327	574,73

Library Adult Services Division

			2008-09	2008-09	
		2007-08	Amended	Estimated	2009-10
		Actual	Budget	& Carryovers	Approved
Budget Summary	 				
-					
Expenditures by Ty	Personnel		2,975	2,341	220,988
	Services & Supplies		2,913	2,341	113,855
	Gerwices & Supplies	-	2,975	2,341	334,843
Expenditures by Fu	und:				
101	General Fund	_	2,975	2,341	321,348
281	Donations Fund			_,	13,495
201	Bonations 1 and	-	2,975	2,341	334,843
Staffing History:					
otanning rinotory:	City Librarian				0.10
	Librarian III				1.50
	Librarian I				1.00
	Library Assistant				0.50
	Total FTEs	_	-	-	3.10
Budget Detail					
Expenditures:					
101-91-4001-0000	Full Time Salaries	-	-	-	127,652
101-91-4002-0000	Part Time Wages	-	2,828	1,700	46,054
101-91-4004-0000	Overtime	-	-	150	-
101-91-4006-0000	Medicare	_	41	41	2,520
101-91-4008-6050	Retirement PARS	_	106	-	1,527
101-91-4008-6160	Retirement - PERS	_	-	450	30,869
101-91-4010-0000	Cafeteria Benefit	_	_	-	12,306
101-91-4011-0000	Cell Phone Allowance	-	-	-	60
	Total Personnel	-	2,975	2,341	220,988
281-91-4150-0000	Other Contract Services	-	-	-	3,225
	Guest Authors				3,225
101-91-4370-0335	Library Materials/Books				46,100
101-91-4370-0333	Library Materials/Books	-	-	-	40, 100
281-91-4370-0776	Library Mat.s-Chinese Language	-	-	-	5,000
101-91-4370-1985	Library Mat.s-Electronic Resrc	-	-	-	33,600
004 04 4070 4055	Library Materials				0.050
281-91-4370-4955	Library Mat.s-Non-book	-	-	-	2,950
101-91-4370-6805	Library Mat.s-Print Sub.s	-	-	-	8,700
101-91-4370-8585	Library Mat.s-Standing Orders	-	-	-	11,600
101-91-4376-0000	Supplies	-	-	-	300
				_	
281-91-4376-0000	Supplies	-	-	-	2,320
101-91-4398-0000	Mileage	-	-	-	60
	Total Services & Supplies	-	-	-	113,855
			0.0==	221	
	Total Expenditures	-	2,975	2,341	334,843

Library Children's Services Division

			2008-09	2008-09	
		2007-08	Amended	Estimated	2009-10
		Actual	Budget	& Carryovers	Approved
		, totaa.	<u> </u>	a carryororo	7.рр. с тоа
Budget Summary					
- " -					
Expenditures by Ty	pe: Personnel	_	_	_	112,628
	Services & Supplies				34,565
	Services & Supplies	<u>-</u>	-	-	147,193
					147,100
Expenditures by Fu	nd:				
101	General Fund	_	_	_	112,688
281	Donations Fund	_	_	_	34,505
	25.144.51.5 7 4.14	-	-	-	147,193
					,
Staffing History:					
	Librarian I				1.00
	Library Assistant				1.14
	Library Monitor				0.29
	Total FTEs	-	-	-	2.43
Budget Detail					
Expenditures:			1	-	
101-92-4001-0000	Full Time Salaries	-	-	-	49,815
101-92-4002-0000	Part Time Wages	-	-	-	42,327
101-92-4006-0000	Medicare	-	-	-	1,336
101-92-4008-6050	Retirement PARS	-	-	-	1,587
101-92-4008-6160	Retirement - PERS	-	-	-	11,563
101-92-4010-0000	Cafeteria Benefit	-	-	-	6,000
	Total Personnel	-	-	-	112,628
281-92-4150-0000	Other Contract Services	_	_	-	3,800
	Contracted Labor				3,800
004 00 4070 0000					4.005
281-92-4376-0000	Supplies	-	-	-	4,905
281-92-4370-0335	Library Mats/Books/Media	-	-	-	25,800
101-92-4398-0000	Mileage		_	_	60
	Total Services & Supplies	-	-	-	34,565
	Total Expenditures		_	_	147,193
	i otai Expenditures	-	-	-	147,193

Library Processing Division

-			2008-09	2008-09	
		2007-08	Amended	Estimated	2009-10
		Actual	Budget	& Carryovers	Approved
Budget Summary					
Daaget Gailliary					
Expenditures by Ty	pe:				
	Personnel	-	-	-	69,379
	Services & Supplies	-	-	-	13,200
	Capital Outlay	-	-	-	-
	-	-	-	-	82,579
Expenditures by Fu	nd:				
101	General Fund	_	_	_	82,579
	30110101111	-	-	-	82,579
0. (" 11" .					
Staffing History:	1.7				0.00
	Librarian III				0.20
	Library Assistant				1.30
	Library Clerk II Total FTEs		-	_	0.50 2.00
	TotalFIES	-	-	-	2.00
Budget Detail					
aagotota					
Expenditures:					
101-93-4001-0000	Full Time Salaries	-	-	=	13,278
101-93-4002-0000	Part Time Wages	-	-	-	49,075
101-93-4006-0000	Medicare	-	-	-	904
101-93-4008-6050	Retirement PARS	-	-	-	1,840
101-93-4008-6160	Retirement - PERS	-	-	-	3,082
101-93-4010-0000	Cafeteria Benefit	-	-	-	1,200
	Total Personnel	-	-	-	69,379
101-93-4150-0000	Other Contract Services	-	-	-	8,200
	Chinese Cataloger				5,000
	OCLC Cataloging, ILL, Connect				3,200
101-93-4376-0000	Supplies	-	-	-	5,000
	Total Services & Supplies	-	-	-	13,200
	Total Expenditures	-	-	-	82,579

Library Circulation Division

-			2008-09	2008-09	
		2007-08	Amended	Estimated	2009-10
		Actual	Budget	& Carryovers	Approved
			Ŭ	,	
Budget Summary					
Expenditures by Ty	pe:				
	Personnel	-	-	-	150,586
	Services & Supplies	-	-	-	5,620
		=	-	=	156,206
Expenditures by Fu	ınd:				
101	General Fund	-	-	-	156,206
		=	-	=	156,206
Staffing History:					
	Librarian I				0.60
	Library Clerk II				3.10
	Page				1.73
	Total FTEs	-	-	-	5.43
Budget Detail					
Expenditures:	-				
101-94-4001-0000	Full Time Salaries	-	-	-	29,387
101-94-4002-0000	Part Time Wages	_	-	-	104,896
101-94-4006-0000	Medicare	-	-	-	1,947
101-94-4008-6050	Retirement PARS	_	-	-	3,934
101-94-4008-6160	Retirement - PERS	_	_	_	6,822
101-94-4010-0000	Cafeteria Benefit	_	_	_	3,600
	Total Personnel	_	_	-	150,586
	10001101				,
101-94-4376-0000	Supplies	_	-	-	5,500
	11 - 2 -				-,
101-94-4398-0000	Mileage	-	-	-	120
	_				
	Total Services & Supplies	-	-	-	5,620
	Total Expenditures		_		156,206
	i otai Experiultures	-		-	130,200

El Molino Viejo

El Molino Viejo (The Old Mill) is owned by the City and is a California State Historical Landmark. The City funds the utilities and provides building and grounds maintenance as needed. Beginning in 1995, the California State Historical Society withdrew its financial support of Old Mill operations. The Old Mill Foundation, a non-profit, charitable organization, was founded to raise funds and operate the Old Mill Facility.

			2008-09	2008-09	
		2007-08	Amended	Estimated	2009-10
		Actual	Budget	& Carryovers	Approved
Budget Summary					
Expenditures by Type:					
	Personnel	42,228	45,097	44,776	44,722
	Services & Supplies	8,823	9,554	9,850	10,554
	Capital Outlay	199,225	-	-	-
		250,276	54,651	54,626	55,276
Expenditures by Fund:					
101	General Fund	51,051	54,651	54,626	55,276
204	CDBG Fund	38,937	-	-	-
394	Capital Projects Fund	160,288	-	-	-
		250,276	54,651	54,626	55,276
	Original Budget		54,651		
	Amendments		-		
	Amended Budget		54,651		
Staffing History:					
	Executive Director	0.46	0.50	0.50	0.50
	Total FTEs	0.46	0.50	0.50	0.50

El Molino Vieio (Continued)

			2008-09	2008-09	
		2007-08	Amended	Estimated	2009-10
		Actual	Budget	& Carryovers	Approved
Budget Detail					• • • • • • • • • • • • • • • • • • • •
Expenditures:	•	'	<u>'</u>	<u>'</u>	
101-95-4002-0000	Part Time Wages	32,703	32,980	32,659	32,659
101-95-4006-0000	Medicare	534	478	478	474
101-95-4008-6160	Retirement - PERS	4,875	7,631	7,631	7,581
101-95-4010-0000	Cafeteria Benefit	4,115	4,008	4,008	4,008
	Total Personnel	42,228	45,097	44,776	44,722
101-95-4150-0000	Other Contract Services	2,444	3,204	3,000	3,204
101 00 1100 0000	Caretaker Stipend	_,	1,200	0,000	1,200
	Fire Alarm Service Maintenance		1,344		1,704
	Pest/Rodent Control		300		300
101-95-4206-0000	Building Repair & Maintenance	-	300	600	300
101-95-4500-1980	Utilities-Electricity	3,956	3,900	3,900	3,900
101-95-4500-4950	Utilities-Natural Gas	573	750	500	750
101-95-4500-9025	Utilities-Telephone	330	400	350	400
101-95-4500-9460	Utilities-Water	1,521	1,000	1,500	2,000
	Total Services & Supplies	8,823	9,554	9,850	10,554
204-95-4600-7027	Restroom Upgrades	38,937	_	-	_
394-95-4600-7027	Restroom Upgrades	160,288	-	-	-
	Total Capital Expenditures	199,225	-	-	-
	Total Expenditures	250,276	54,651	54,626	55,276

General Information

Administrative Personnel

City Manager Matthew Ballantyne

Assistant City Manager Cindy Collins

Finance Director Lisa Bailey, CPA

Interim City Clerk Carol Cowley

City Attorney Steve Dorsey

City Treasurer Marina Wang

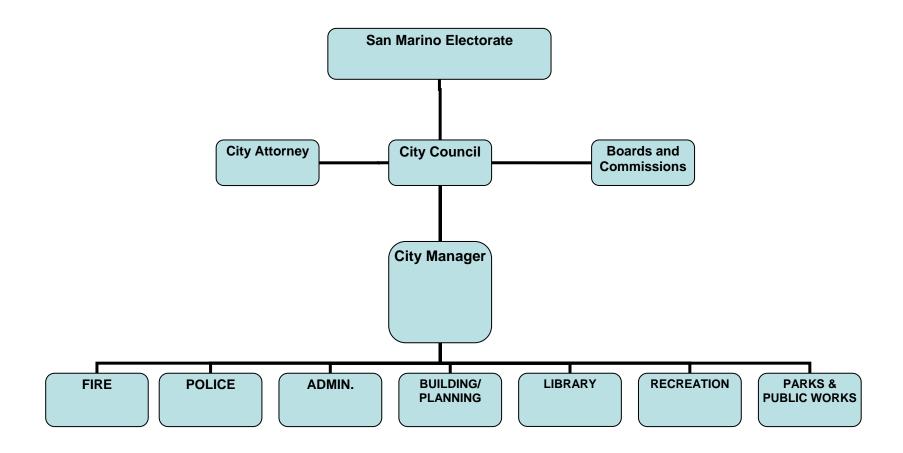
Chief of Police John Schaefer

Fire Chief John Penido

Planning & Building Director David Saldaña, AICP

Community Services Director Lucy Garcia

City of San Marino Organizational Chart

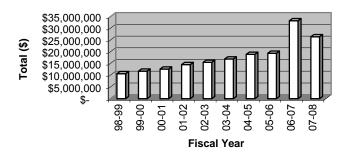


Statistics

General Governmental Expenditures by Function for the Last Ten Fiscal Years

	(General					L	ibrary &	Capital			
Fiscal Year	Go	vernment	Pul	blic Safety	Pu	blic Works	R	ecreation	Outlay	De	bt Service	Total
98-99	\$	2,329,885	\$	5,161,112	\$	2,075,166	\$	939,364	\$ 119,285	\$	-	\$ 10,624,812
99-00	\$	1,646,931	\$	5,199,097	\$	2,349,239	\$	1,035,661	\$ 1,458,145	\$	-	\$ 11,689,073
00-01	\$	3,315,639	\$	5,004,380	\$	1,930,773	\$	1,046,262	\$ 1,308,444	\$	-	\$ 12,605,498
01-02	\$	2,912,866	\$	5,541,650	\$	3,104,091	\$	2,256,848	\$ 674,382	\$	-	\$ 14,489,837
02-03	\$	3,212,669	\$	5,656,376	\$	3,000,707	\$	1,935,584	\$ 1,669,391	\$	-	\$ 15,474,727
03-04	\$	3,149,626	\$	6,438,199	\$	2,626,641	\$	2,491,289	\$ 2,177,838	\$	-	\$ 16,883,593
04-05	\$	3,467,028	\$	7,155,108	\$	2,821,781	\$	2,719,012	\$ 2,714,339	\$	-	\$ 18,877,268
05-06	\$	3,206,677	\$	7,415,755	\$	2,739,305	\$	3,269,883	\$ 2,740,271	\$	-	\$ 19,371,891
06-07	\$	3,477,779	\$	7,686,181	\$	2,785,460	\$	4,226,845	\$ 7,947,243	\$	7,095,000	\$ 33,218,508
07-08	\$	3,605,105	\$	7,373,621	\$	2,694,849	\$	3,380,630	\$ 8,740,769	\$	571,835	\$ 26,366,809

Total Expenditures by Fiscal Year



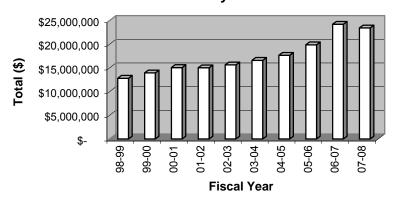
Note

1. Planning and Building Department expenditures are included in the General Government column. Debt Service is the refinancing of the Public Safety PERS Side Funds to secure a lower interest rate. Source: Audited Financial Statements

General Governmental Revenues by Source for the Last Ten Fiscal Years

Fiscal Year	Taxes	Licenses/ Permits	Fines/ Forfeits	Use of Money & Property	Inter-Govern- mental	Charge for Services	Other	Total
98-99	\$ 8,843,055	\$ 812,127	\$ 170,301	\$ 781,508	\$ 1,726,703	\$ 459,167	\$ 8,768	\$ 12,801,629
99-00	\$ 8,337,563	\$ 447,268	\$ 187,584	\$ 951,992	\$ 975,708	\$ 2,455,813	\$ 583,860	\$ 13,939,788
00-01	\$ 9,035,131	\$ 456,964	\$ 215,212	\$ 1,149,013	\$ 1,339,389	\$ 2,701,084	\$ 166,475	\$ 15,063,268
01-02	\$ 9,161,339	\$ 547,702	\$ 246,656	\$ 768,655	\$ 1,356,392	\$ 2,830,018	\$ 106,005	\$ 15,016,767
02-03	\$ 11,752,257	\$ 530,549	\$ 162,309	\$ 469,844	\$ 856,988	\$ 1,728,115	\$ 126,305	\$ 15,626,367
03-04	\$ 12,711,552	\$ 158,325	\$ 196,825	\$ 283,301	\$ 1,098,279	\$ 1,829,753	\$ 303,288	\$ 16,581,323
04-05	\$ 13,691,222	\$ 140,817	\$ 187,641	\$ 508,722	\$ 806,320	\$ 2,223,613	\$ 89,887	\$ 17,648,222
05-06	\$ 14,349,657	\$ 321,585	\$ 126,653	\$ 865,097	\$ 964,145	\$ 2,583,952	\$ 653,645	\$ 19,864,734
06-07	\$ 15,159,365	\$ 58,742	\$ 147,473	\$ 1,053,489	\$ 1,305,916	\$ 2,858,122	\$ 3,616,885	\$ 24,199,992
07-08	\$ 15,529,462	\$ 72,205	\$ 154,536	\$ 768,574	\$ 1,343,328	\$ 3,093,934	\$ 2,462,022	\$ 23,424,061

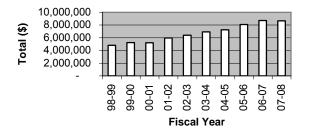
Total Revenue by Fiscal Year



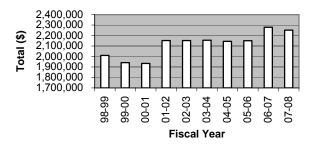
Property & Public Safety Special Tax Collections for the Last Ten Fiscal Years

Fiscal Year	Property Collections	Public Safety Special Tax Collections
98-99	4,807,683	2,009,915
99-00	5,232,905	1,940,983
00-01	5,217,074	1,934,114
01-02	5,970,519	2,152,360
02-03	6,398,914	2,152,559
03-04	6,934,554	2,154,739
04-05	7,256,382	2,144,146
05-06	8,078,618	2,150,771
06-07	8,705,017	2,279,976
07-08	8,666,640	2,252,073

Property Tax Collections



Public Safety Tax Collections



Demographic Information for the Last Ten Fiscal Years

Year	Number of Housing Units	Population	Annual Population Change	Public School Enrollment	Annual Enrollment Change
98-99	4,470	13,880	1.31%	3,096	-0.61%
99-00	4,472	14,006	0.91%	3,112	0.51%
00-01	4,437	12,945	-7.58%	3,085	-0.87%
01-02	4,437	12,945	0.00%	3,100	0.48%
02-03	4,437	12,945	0.00%	3,266	5.00%
03-04	4,436	12,943	-0.02%	3,284	0.55%
04-05	4,436	12,943	0.00%	3,272	-0.37%
05-06	4,435	12,942	-0.01%	3,188	-2.92%
06-07	4,453	13,507	4.36%	3,270	-0.06%
07-08	0	0	-100.00%	3,214	0.82%

Source: Planning and Building Department and San Marino School District.

Principal Employers

Principal Employers	No. of Employees	Products/Services	
San Marino School District	410	Education	
Huntington Library, Art Collections and Botanical	340	Museum/Gardens/Stationary & Book Store	
City of San Marino	141	Government	
Coldwell Banker	64	Real Estate Office	
The Gates	31	Salon	
Julienne	31	Restaurant	
Noodle World	25	Restaurant	

Geographic Location

Located in the West San Gabriel Valley, 10 miles northeast of Los Angeles and 25 miles north of the nearest seaport of Los Angeles-Long Beach. Adjacent to the cities of Pasadena, San Gabriel, Alhambra and South Pasadena in Los Angeles County. Elevation at City Hall is 557 above sea level.

Climate

The climate of San Marino is mild and dry, with the average temperatures ranging from 40 degrees to 65 degrees in the winter and 60 degrees to 90 degrees in the summer. The 10 year average rain fall for the area is 12 inches.

Miscellaneous Statistics

Type of City - General Law, Incorporated April 25, 1913

Form of Government – Council/City Manager

Population - 12,945

Land Area - 3.75 Square Miles

Average Age - 42.7

Number of Housing Units - 4,437

Owner Occupied Housing Units – 91.6%

Renter Occupied Housing Units – 8.4%

Average Household Size, Owner Occupied - 3.01

Average Household Size, Renter Occupied - 3.28

Parks - Lacy Park (30 Acres)

Commercial Properties – The City has four commercial districts. Three are along Huntington Drive on both north and south sides with residential areas in between. The Mission District is a small commercial area along both sides of Mission Street from El Molino on the east to the city limit on the west.

Gann Limit Calculation

Each year, the City Council must adopt a resolution establishing the appropriations subject to limitation. The appropriations subject to limitations according to the State guidelines are \$16,203,310; actual appropriations in the 2008-2009 budget that are subject to the limit total \$13,900,274 or 86% of the maximum allowed.

2008-09	Base Limit:		\$ 13,489,163
2009-10	Change in CPI:	0.62%	
2009-10	Change in Population:	0.112%	
2009-10	Factor		1.0073282
2009-10	Limit Before Voter Approved Override		13,588,014
2009-10	Voter Approved Override		2,615,296
2009-10	Appropriations Limit		16,203,310
2008-09	Amount Subject to Appropriations Limit		13,900,274
2008-09	Percentage		86%

RESOLUTION NO. R-09-17

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN MARINO, CALIFORNIA ESTABLISHING THE APPROPRIATIONS SUBJECT TO LIMITATION FOR FISCAL YEAR 2009-2010

WHEREAS, Article XIII-B of the California State Constitution requires that each entity of government determine and adopt an Appropriations Subject to Limitation for each fiscal year; and

WHEREAS, the citizens of San Marino have approved an increase in the spending limitations by adoption of Ordinance No. O-06-1187.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of San Marino, California as follows:

SECTION 1. The Appropriations Subject to Limitation for the City of San Marino for the Fiscal Year 2009-2010 is hereby determined to be \$16,203,310 in accordance with calculations contained in Attachment No. 1 hereto.

SECTION 2. The actual appropriations designated in the 2009-2010 budget that are subject to the limit total \$13,900,274 or 86% of the limitation.

PASSED, APPROVED AND ADOPTED this 26th day of June, 2009.